

State of Delaware EPCRA Reporting



Reporting Year 2018
Presentation #2

ON-LINE REPORTING

What's in this Presentation...

- How to find & log into *TierIIManager*TM
- How to register as a ***user***
- How to set up a ***facility***
- How to complete a Tier II (EPCRA 312) report
- How to do a Tier II ***revision***
- How to do other EPCRA reports (302, 311)
- Tips based on experience


You can start at our DNREC webpage (search for DNREC EPCRA)...

Online TIER II MANAGER x Delaware State Emergen x EPCRA x

www.dnrec.delaware.gov/dwhs/epr/Pages/EPCRA.aspx

Delaware.gov

Governor | General Assembly | Courts | Elected Officials | State Agencies



State of Delaware
The Official Website of the First State

Phone Numbers Help

DNREC : Division of Waste & Hazardous Substances : Emergency Prevention and Response

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Division of Waste and Hazardous Substances

Emergency Planning and Community Right-to-know Act (EPCRA) Reporting Program

The Delaware EPCRA Reporting Program is situated within the Delaware Department of Natural Resources and Environmental Control (DNREC)'s Emergency Prevention and Response Branch. The program is responsible for the collection, management, and dissemination of information reported under the federal Emergency Planning and Community Right-to-Know Act (EPCRA) ([42 U.S. Code Chapter 16](#)), as well as Delaware law ([16 Del Code 63](#)) which builds upon the federal requirements.

EPCRA includes a number of [reporting requirements for businesses](#), including information on the storage, use, and release of hazardous and toxic chemicals. [Annual Hazardous Chemical Inventory](#) and related information is collected and maintained in a secure web-based system for access by emergency planning and response organizations statewide. [Toxics Release Inventory](#) data is also computerized and annual reports are prepared and released to the public. The EPCRA Reporting Program provides compliance guidance for the various reporting requirements to businesses, and also provides [information to the public](#).

Background

In 1986, the federal Superfund Amendments and Reauthorization Act (SARA) was signed into law. Title III of SARA was a free standing statute, known as the [Emergency Planning and Community Right-to-Know Act \(EPCRA\)](#). EPCRA serves two main purposes. First, it mandated the establishment of networks for chemical emergency planning at the local level, and promoted public participation in managing chemical risks in the community. Second, it established a series of reporting requirements for businesses, to provide information to emergency planners, responders, and the public. In 1991, Delaware established its own EPCRA law ([16 Del. Code 63](#)), which built upon the federal requirements. Lower thresholds were established for some reporting requirements, and [reporting fees](#) were established for annual Hazardous Chemical Inventory (Tier II) reporting.


SERCs and LEPCs


Under EPCRA, each state is required to establish a [State Emergency Response Commission \(SERC\)](#) to be comprised of representatives from various state and local government organizations and industry. The SERC enhances emergency response and preparedness capabilities through better coordination and planning. The SERC also establishes local emergency planning districts and appoints Local Emergency Planning Committees (LEPCs) for each district. Four LEPCs have been established in Delaware: [New Castle](#); [Kent County](#); [Sussex County](#); and [City of Wilmington](#). The LEPCs prepare emergency response plans and meet regularly to encourage public involvement at the local planning level. The Hazardous Chemical Inventory (Tier II) reporting fees collected from businesses are primarily used to support the operation of Delaware's LEPCs.

Information concerning chemicals used, stored, and/or released from specific facilities can be obtained by submitting a [Freedom of Information Act request](#).

To contact the EPCRA Reporting Program for more information, please click [here](#).

Division of Waste and Hazardous Substances





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... good information & useful links

Or you can use your favorite search engine...

The screenshot shows a Google search results page for the query "Delaware SERC". The browser's address bar displays the URL: <https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8#q=Delaware+SERC>. The search bar contains the text "Delaware SERC". Below the search bar, the results are organized into sections. The first section, "Delaware State Emergency Response Commission", includes the website www.serc.delaware.gov/ and a brief description. Below this, there are four columns of links: "SERC Committees", "Tier II Manager", "SERC Meetings", and "Hazardous Chemical Inventory ...". The second section, "State Emergency Response Commissions Contacts | Emergency ...", provides a link to <https://www.epa.gov/epcra/state-emergency-response-commissions-contacts> and mentions Mr. Lewis D. Schilliro. The third section, "State Tier II Reporting Requirements and Procedures | Emergency ...", links to <https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>. The fourth section, "Delaware State Emergency Response Commission ... - EnviroSource", links to www.envirosource.com/dominio/thielen/.../C7C9D69158029BA8862566220056402A.... The fifth section, "Delaware Community Right to Know regulations & environmental ...", links to www.blr.com/Environmental/Emergency.../Community-Right-to-Know-in-Delaware. The sixth section, "Environmental Compliance Manual - Google Books Result", links to <https://books.google.com/books?isbn=1602870489>. The seventh section, "[PDF] Delaware - American Tower", links to www.americantower.com/.../HZMT-PROC-010_EPCRA%20Reporting%20Delaware....

... in addition to being listed in our email, there are many ways to search for the website

Your browser history might yield slightly different results based on search terms...

Online TIER II MANAGER X Delaware State Emerg X delaware chemical report X

← → ↻ <https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8#safe=strict&q=delaware+chemical+reporting> ☆

Google delaware chemical reporting 🔊 🔍

All News Images Maps Videos More Settings Tools

About 439,000 results (0.54 seconds)

Hazardous Chemical Inventory Reporting (EPCRA ... - State of Delaware
www.dnrec.delaware.gov/SERC/Services/.../HazardousChemicalInventoryReporting.aspx ▼
This summary is to provide an introduction to EPCRA related responsibilities for Delaware businesses but does not attempt to fully explain all aspects of the ...

Online Reporting - Tier II Manager - State of Delaware
www.dnrec.delaware.gov/SERC/Services/Pages/DownloadFormsorSoftware.aspx ▼
Hazardous Chemical Inventory Reporting (EPCRA Section 312) ... The Delaware TIER II MANAGER™ online reporting system can be accessed at: ...

About the Data: Hazardous Chemical Inventory ... - State of Delaware
www.dnrec.delaware.gov/SERC/Services/About/Pages/About312.aspx ▼
Under the Emergency Planning and Community Right-to-Know Act (EPCRA), facilities are required to submit annual Hazardous Chemical Inventory reports.

PDF Electronic reporting instructions - Delaware Department of Natural ...
www.dnrec.delaware.gov/serc/services/documents/t2onlineereportinginstructions.pdf ▼
State of Delaware, Emergency Planning and Community Right-to-know Act (EPCRA), Reporting Program. Instructions for. Hazardous Chemical Inventory ...

Hazardous Chemical Report - University of Delaware
www1.udel.edu/ehs/environmental/hazardous-reporting.html ▼
Hazardous Chemical Reporting. In order comply with the federal Emergency Planning and Community Right-to-Know Act (EPCRA), the EHS maintains an ...

State Tier II Reporting Requirements and Procedures | Emergency ...
<https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures> ▼
Delaware District Of Columbia Florida Georgia Hawaii Idaho Illinois Indiana ...
colorado.gov/pacific/cdphe/tier-ii-hazardous-chemical-inventory-reporting Exit.

Hazardous Chemical Inventory Reporting (Sections 311 & 312 ...
www.lepc.org/hazardous-chemical-inventory-reporting-sections-311-312/ ▼
Hazardous Chemical Inventory Reporting (Sections 311 & 312) ... Section 311 of SARA Title III requires facilities that have SDSs for chemicals held in ... A Delaware County county-assessed fee of \$75 for each chemical reported and a one ...

Delaware Community Right to Know regulations & environmental ...
www.blr.com/Environmental/Emergency.../Community-Right-to-Know-in-Delaware ▼
Delaware Community Right to Know federal, national and state compliance resources - regulations, ... Safety Data Sheet (SDS) or chemical list reporting. 16 Del.

Delaware Chemtrail Reports - Chemtrails Spraying in California
stopsprayingcalifornia.com/Delaware-Chemtrail-Reports.html ▼
Chemtrail Spraying Biological & Chemicals Agents on U. S. Citizens is Illegal! Get active! ... California Chemtrail Information - Delaware Chemtrail Reports ...

... eventually it all leads to the SERC

Let's begin at the SERC webpage...

Delaware State Emergency Commission

www.dnrec.delaware.gov/serc/Pages/Default.aspx


Your Search... SEARCH

Phone Numbers Help

Twitter

State Emergency Response Commission

- About SERC
- Calendar of Events
- Contact Information
- Related Links
- Reports/Documents
- SERC Committees
- Site Map
- What's New



Delaware State Emergency Response Commission

Emergency Planning and Community Right-to-Know

Documents

Information

Background	Members
Committees	Bylaws
Meetings	Annual Report
Events	Data Search

LEPCs

Services

- City of Wilmington LEPC
- Kent County LEPC
- New Castle County LEPC
- Sussex County LEPC


- Compliance Assistance
- Emergency Planning and Notification (EPCRA Section 302)
- Emergency Release
- Notification (EPCRA Section 304)
- Hazardous Chemical Inventory Reporting (EPCRA Section 312)
- MSDS Reporting (EPCRA Section 311)
- Online Reporting - Tier II Manager
- Toxics Release Inventory Reporting (EPCRA Section 313)

The Delaware State Emergency Response Commission (SERC), created in response to the federal Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, is comprised of representatives from various state and local government organizations and industry. The primary focus of the SERC is to enhance state and local emergency response and preparedness capabilities through better coordination and planning.

Contact Delaware SERC:

SERC Executive Director
Delaware Emergency Management Agency
State Emergency Operations Center
165 Brick Store Landing Road
Smyrna, Delaware 19977
(302) 659-DEMA (3362)

Hazardous Materials Incident Response



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... note the links to **LEPCs** and **Services**

... the 20-minute video might be blocked inside the State firewall

For example, here is the New Castle County LEPC...

Online TIER II MANAGER x New Castle County LEPC x

www.dnrec.delaware.gov/SERC/LEPC/Pages/NewCastleCountyLEPC.aspx

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State of Delaware
The Official Website of the First State

Your Search... SEARCH

Phone Numbers Help

Twitter

DNREC : State Emergency Response Commission : LEPCs : New Castle County LEPC

State Emergency Response Commission

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Documents

Information


- Annual Report
- Bylaws
- Data Search
- Disclaimers
- Educational/Outreach Materials
- Public Information
- SERC Meetings
- SERC Members

LEPCs

- City of Wilmington LEPC
- Kent County LEPC
- New Castle County LEPC
- Sussex County LEPC

Services

- Compliance Assistance
- Emergency Planning and Notification (EPCRA Section 302)
- Emergency Release Notification (EPCRA Section 304)
- Hazardous Chemical Inventory Reporting (EPCRA Section 312)
- MSDS Reporting (EPCRA Section 311)
- Online Reporting - Tier II Manager
- Toxic Release Inventory Reporting (EPCRA Section 313)



New Castle County LEPC
Emergency Planning and Community Right-to-Know

LEPC Background

In response to emergency incidents involving Hazardous incidents the U.S. Congress passed the Superfund Amendments and Reauthorization Act (SARA) in 1986. Title III of SARA is a free standing statute known as Emergency Planning and Community Right to Know Act (EPCRA). This created the State Emergency Response Commission (SERC) and a network of Local Emergency Planning Committees (LEPC's). Delaware has four LEPC's: one for each county and the City of Wilmington. The SERC approves their membership, provides funding, guidance supervision and oversight. The funding is provided by a fee on Hazardous Materials used by companies in the state.

The SERC is appointed by the Governor. LEPC's report to the SERC at their regular meetings. In New Castle County an existing organization, the New Castle County Hazardous Materials Advisory Council was asked to become the LEPC. The LEPC's are required to have broad representation from many groups including: State and local officials, Media, Law Enforcement, Fire Service, EMS and Health Care, Environmental, Community groups and Citizens and Industrial Facilities that use Hazardous Materials. A major strength of the NCC LEPC is the strong industry participation in the LEPC and the county Haz Mat Team (NCCIHMA).

These meetings are now listed on the [State of Delaware Public Meeting Calendar](#). Once you access the Public Meeting Calendar, select the option for "List by Agency", and select "State Emergency Response Commission" from the drop down list to see a listing of related meetings.

Interested citizens are encouraged to attend the semi monthly LEPC meetings. The LEPC has a program of rotating the meeting sites around Chemical and Emergency Response facilities in the county. This program provides members and guests with information and background concerning the facilities. Please contact the LEPC Administrative Assistant 302-395-3633 for the location of meetings. Meeting minutes for the current calendar year can be obtained by clicking the date of interest above.

MAJOR GOALS OF THE LEPC:

1. Conduct an Emergency Response Assessment for county chemical facilities which use Extremely Hazardous Substances (EHS)
2. Plot, maintain and update the facility risk zones and special populations in CAMEO/ Tier II Manager database
3. Review and update the Hazardous Substance Response Plan on an annual basis
4. Sponsor, arrange and participate in the training programs for the New Castle County Hazardous Materials Response Alliance (NCCIHMA) which is the volunteer Haz Mat team for the county

EMERGENCY RESPONSE PLANS

EPCRA law requires that each LEPC prepare an emergency response plan for its district that includes information such as potential chemical hazards and procedures to be followed in the event of a chemical emergency. Contact the New Castle County LEPC to review it's emergency response plan.

FOR ADDITIONAL INFORMATION
Local Emergency Planning Committee
For New Castle County
P.O. Box 2998
Wilmington, DE 19805-0998
Phone - (302) 395-3633
Fax - (302) 323-4573

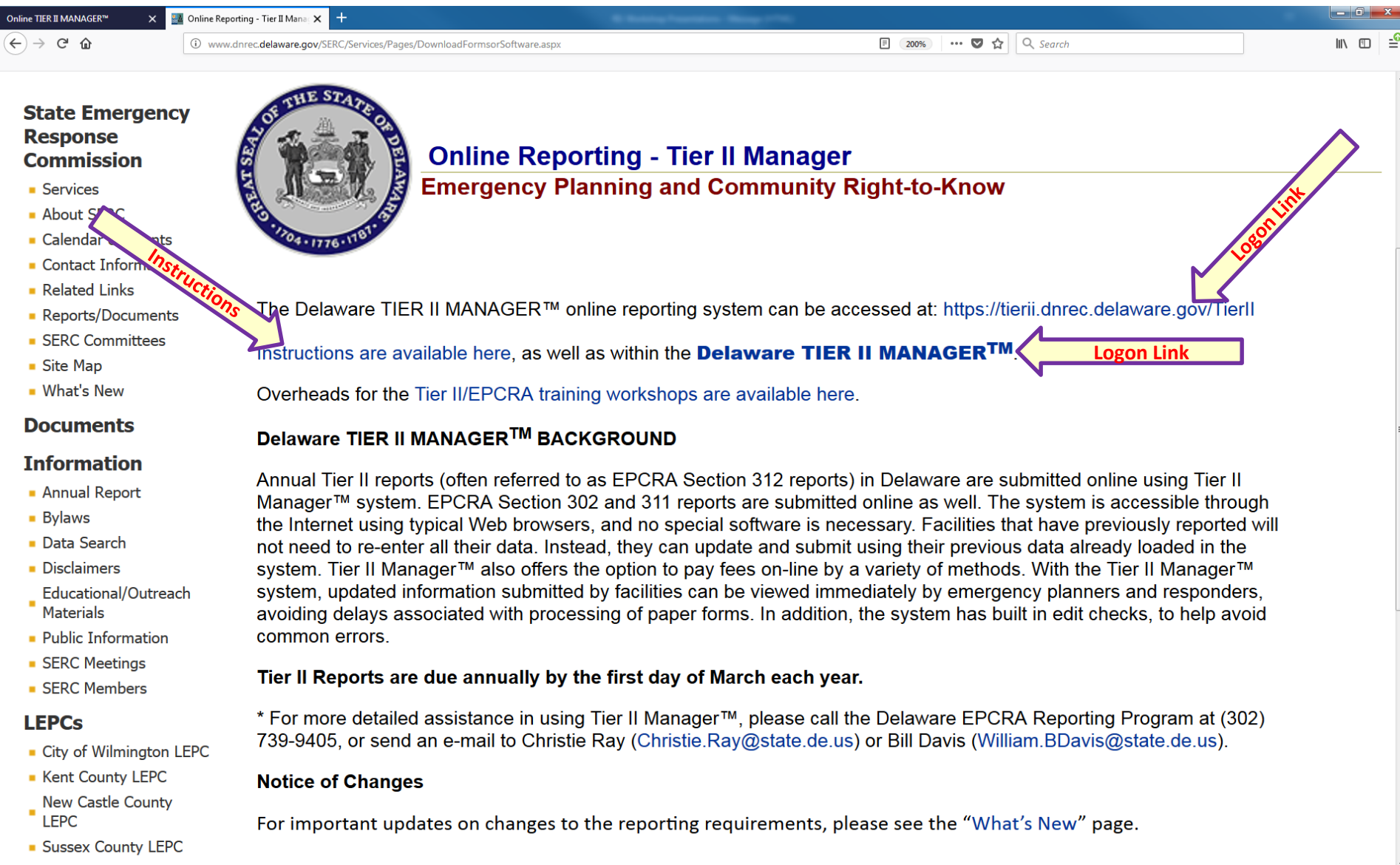
Chairperson - Dave Irwin

Also visit the [Calendar of Events](#) page and the [What's New](#) page for more information about activities of the New Castle County LEPC.

site map | about this site | contact us | translate | delaware.gov

... you can find when & where your LEPC meets

Under “Services” this is the on-line reporting portal...



State Emergency Response Commission

- Services
- About SERC
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Documents

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- Public Information
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LEPCs

- City of Wilmington LEPC
- Kent County LEPC
- New Castle County LEPC
- Sussex County LEPC



Online Reporting - Tier II Manager

Emergency Planning and Community Right-to-Know

The Delaware TIER II MANAGER™ online reporting system can be accessed at: <https://tierii.dnrec.delaware.gov/TierII>

Instructions are available [here](#), as well as within the **Delaware TIER II MANAGER™**.

Overheads for the [Tier II/EPCRA training workshops](#) are available [here](#).

Delaware TIER II MANAGER™ BACKGROUND

Annual Tier II reports (often referred to as EPCRA Section 312 reports) in Delaware are submitted online using Tier II Manager™ system. EPCRA Section 302 and 311 reports are submitted online as well. The system is accessible through the Internet using typical Web browsers, and no special software is necessary. Facilities that have previously reported will not need to re-enter all their data. Instead, they can update and submit using their previous data already loaded in the system. Tier II Manager™ also offers the option to pay fees on-line by a variety of methods. With the Tier II Manager™ system, updated information submitted by facilities can be viewed immediately by emergency planners and responders, avoiding delays associated with processing of paper forms. In addition, the system has built in edit checks, to help avoid common errors.

Tier II Reports are due annually by the first day of March each year.

* For more detailed assistance in using Tier II Manager™, please call the Delaware EPCRA Reporting Program at (302) 739-9405, or send an e-mail to Christie Ray (Christie.Ray@state.de.us) or Bill Davis (William.BDavis@state.de.us).

Notice of Changes

For important updates on changes to the reporting requirements, please see the “[What's New](#)” page.

... this page includes instructions and **The Link** to *TierIIManager™*

The online instructions offer step-by-step guidance...

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150%

Sign

Comment

Bookmarks

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Exemption Caution

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Initial & Periodic Inventory Updates (311)

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Important Changes effective January 2018

Important Notes about using the Online System

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New User Registration

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Step 2: Chemical Inventory

Mixtures Containing an EHS

Step 3: Subject to Status (4 EPA questions)

Step 4: Facility Contacts

Step 5: Site Plan & Other Attachments

Step 6: Fee Exempt Facilities

Steps 7&8: Fee Payment & Certification

If Paying by Check - What to Attach

One Check for Multiple Facilities

Submitting a Periodic Inventory Update (311)

Submitting an EHS Notification (302)

Need Assistance?

Website Login Link

To quickly navigate this PDF document, you may use the bookmarks at the left.

Background

Step-by-Step

State of Delaware

Emergency Planning and Community Right-to-know Act (EPCRA)

Reporting Program


Instructions for

Hazardous Chemical Inventory Reporting and the

TIER II MANAGER™ Online Reporting System

... new this year are the enhanced bookmarks.

This is what we're looking for: the *TierIIManager*TM log-in webpage...



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGERTM

You must register before using this Online Reporting System.

[REGISTER](#)

If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

Log In

Username


Password

[Log In](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Reset Password?](#)

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... available from DNREC's EPCRA webpage or the SERC webpage or your favorite search engine


Registering as a new user...

Online TIER II MANAGER™ - New U...
Delaware State Emergency Res...
Tier II Chemical Inventory Form...
Online TIER II MANAGER™

← → ↻ 🏠

🔒 https://tierii.dnrec.delaware.gov/TierII/User/RegisterUser.aspx 150% 🔍 Search

⌵ 📄 ☰



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™


?

New User Registration

What Type of User are you? *

Reporting Facility/Business Us ▾

Cancel Next

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... be sure to select “Reporting Facility/Business”

All the boxes with a red asterisk (*) must be completed...

Online TIER II MANAGER

T2onlinereportinginstru...

Downloads

https://tierii.dnrec.delaware.gov/TierII/User/RegisterUser.aspx

New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

User Account Details

Username*

Password*

Retype Password*

Hint Question*

Hint Answer*

User Contact

First Name*

Last Name*

Role*

Company Name*

Street 1*

Street 2

City*

State*

Zip Code*

Country*

Email*

Retype Email*

Phone*

Please enter the characters as shown*

GAKZR

Cancel

Back

Submit

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... username must be 12 characters or less, and it doesn't have to be fancy

Helpful hints & detailed instructions are available by clicking on this page...

Online TIER II MANAGER™ - Facility X

Microsoft Word - TierII 2017RV X


+

← → ↻ 🏠

🔒 https://tierii.dnrec.delaware.gov/TierII/Facility/FacilityHome.aspx

📄 150% ⋮ 📧 ☆ 🔍 Search

🔍 📄 📧



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2017

Welcome First Name, Company Name Last Login: 01/03/2018, 02:08 PM

Log Out

Home

Facilities

My Account

🔧 Introduction and Guidance

Continue

Please click [here](#) to access the Training materials. Before starting a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

Important Notice:

Users should avoid using the back and forward arrows in the top corner of the Windows. Instead use the Back, Cancel, or Proceed buttons on the bottom of pages. To log out, users **MUST** click on the "Log Out" link in the screen header. Users should NOT click on the red "X" in the top right corner of the window. Please be aware that if the program sits idle for a period of time a warning box will appear telling you that the system will automatically log you off and any data entered and not saved will be lost if you do not proceed with adding data. To prevent this from happening, please ensure you have all the necessary data for your reports gathered and available to you before you begin the reporting process. Please refer to the reporting instructions noted above for guidance on the required data. Please ensure that you have the following before beginning (this is a summary...see the instructions for full information):


1. Phone numbers for 3 emergency contacts, including their work phone and 24 hour phone numbers.
2. Owner/Operator address and phone number.
3. Compliance contact address, phone number, and e-mail address.
4. All chemical information for the facility, including: CAS number; chemical name; average daily amounts (lbs); maximum daily amounts(lbs); physical and health hazards; storage container types; and storage locations at each site.
5. If there have been any changes to the facility, including the addition of structures or chemicals or the removal of structures or chemicals, a new site plot plan should be uploaded into the system or prepared on an 8½ x 11 piece of paper and sent in with a copy of the email you received upon certifying your report submission.

Fees are due, along with reports, on or before the deadline. Submissions are not considered complete until any associated fee payments have been received. Please mail your check in a timely manner.

Click the link above for more detailed instructions for [New](#) and Existing businesses.

IMPORTANT: You must submit a 2017 ANNUAL to complete your submission for this year! (Submitting a 2018 UPDATE does not meet the requirement).

Please Note: TIER II MANAGER™ is a "live" system. Changes to annual chemical inventories can be made at any time throughout the year. The system also accepts 302 and 311 reports. If you have any questions throughout the year, EPCRA staff is available to answer your questions at 302-739-9405.

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... let's explore this page

Reiterate Important Introduction & Guidance Points

- Don't use browser buttons (back & forward arrows)
 - Use Back, Cancel, or Proceed buttons at the bottom of pages
- Collect necessary info before starting
- Fees are due by March 1st
- Chemical Inventories can be ***updated*** throughout the year

The Resources have moved to a new tab...



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

155 Commerce Way, Suite B, Dover, DE 19904


Phone :302-739-9405, Fax :302-739-2466

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2. Owner/Operator address and phone number.
3. Compliance contact address, phone number, and e-mail address.
4. All chemical information for the facility, including: CAS number; chemical name; average daily amounts (lbs); maximum daily amounts (lbs); physical and health hazards; storage container types; and storage locations at each site.
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... by clicking "Resources" we get:

There are a variety of additional resources...

Online TIER II MANAGER™ - Plan...Online TIER II MANAGER™ - Resou...+

←→↻🏠

🔒https://tierii.dnrec.delaware.gov/TierII/User/ResourceLinks.aspx


🔍170%

🔍🔖🌟

🔍Search

🖨️🔍☰

🌟Most Visited🔖Getting Started🔖Work Outlook Webmail🔖EPCRA Online TIER II ...



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™**

Tier II Reporting Year : 2017

Welcome First Name, Company Name Last Login: 10/18/2018, 11:18 AM

Log Out

Home

Facilities

My Account

Resources

🔍Questions

Name: Delaware EPCRA Program

Phone No: 302-739-9405

Email: william.bdavis@state.de.us

Resource Links

Back

AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

🔍📄

Description	Link
DNREC Online TIER II MANAGER™ Training Video	DNREC Online TIER II MANAGER™ Training Video
Delaware EPCRA Reporting Instructions	Instructions for on-line Hazardous Chemical Inventory (Tier II) reporting
SERC Compliance Assistance	DE EPCRA Reporting Compliance Assistance
EHS List	Extremely Hazardous Substances (EHS) List by CAS Number
EHS List	Extremely Hazardous Substances (EHS) List by Alphabet
Delaware EPCRA	DE EPCRA Reporting Program
SERC & LEPC Links	DE SERC & LEPC Contact Information
Delaware EPCRA Statute	Delaware EPCRA Statute (16 Del. C. 63)
DE Worker Right to Know	Delaware Worker Right-to-Know Statute (16 Del. C. Chap.24)
Federal OSHA Right to Know	Federal Worker Right-to-Know/Workplace Safety Standard (29 CFR 1910.1200)
Confidential Claims (Title 16 Chapter 6308(f))	Delaware EPCRA Request for Confidentiality information (16 Del. C. 6308(f))
Trade Secret Form	EPCRA Trade Secret Substantiation Form
Federal EPCRA Overview	Federal EPCRA Overview


Total Results:13 Rows per page25

Before we begin, let's take a look at "My Account"...

Online TIER II MANAGER™ - Facility X Microsoft Word - TierII 2016RV X Tier II Chemical Inventory Form X


https://tierii.dnrec.delaware.gov/TierII/Facility/FacilityHome.aspx

150% Search

 Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome First Name, Company Name Last Login: 12/18/2017, 09:46 AM
Log Out

Home Facilities **My Account**

 **Introduction and Guidance**

[Reset My Password](#)
[Update My Profile](#)
[List Offline Reports](#)

[Continue](#)

Please click here to access the Training a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

Important Notice:
Users should avoid using the back and forward arrows in the top corner of the Windows. Instead use the Back, Cancel, or Proceed buttons on the bottom of pages. To log out, users **MUST** click on the "Log Out" link in the screen header. Users should NOT click on the red "X" in the top right corner of the window. Please be aware that if the program sits idle for a period of time a warning box will appear telling you that the system will automatically log you off and any data entered and not saved will be lost if you do not proceed with adding data. To prevent this from happening, please ensure you have all the necessary data for your reports gathered and available to you before you begin the reporting process. Please refer to the reporting instructions noted above for guidance on the required data. Please ensure that you have the following before beginning (this is a summary...see the instructions for full information):


1. Phone numbers for 3 emergency contacts, including their work phone and 24 hour phone numbers.
2. Owner/Operator address and phone number.
3. Compliance contact address, phone number, and e-mail address.
4. All chemical information for the facility, including: CAS number; chemical name; average daily amounts (lbs); maximum daily amounts(lbs); physical and health hazards; storage container types; and storage locations at each site.
5. If there have been any changes to the facility, including the addition of structures or chemicals or the removal of structures or chemicals, a new site plot plan should be uploaded into the system or prepared on an 8½ x 11 piece of paper and sent in with a copy of the email you received upon certifying your report submission.

Fees are due, along with reports, on or before the deadline. Submissions are not considered complete until any associated fee payments have been received. Please mail your check in a timely manner.

Click the link above for more detailed instructions for New and Existing businesses.

IMPORTANT: You must submit a 2016 ANNUAL to complete your submission for this year! (Submitting a 2017 UPDATE does not meet the requirement).

Please Note: TIER II MANAGER™ is a "live" system. Changes to annual chemical inventories can be made at any time throughout the year. The system also accepts 302 and 311 reports. If you have any questions throughout the year, EPCRA staff is available to answer your questions at 302-739-9405.

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https://tierii.dnrec.delaware.gov/TierII/Index.aspx

... for how to change Passwords & Email address

It's important that we have your current email...

Online TIER II MANAGER™ - Update: X

Microsoft Word - TierII 2016RY X


Tier II Chemical Inventory Form X

+

https://tierii.dnrec.delaware.gov/TierII/User/EditOwnUserProfile.aspx

150%

Search



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™

Tier II Reporting Year : 2016

Welcome First Name, Company Name Last Login: 12/18/2017, 09:46 AM

Log Out

Home

Facilities

My Account

Edit My User Account Profile

Company Name

Company Name

First Name*

Last Name *

Role*

First Name

Last Name

Compliance Officer

Street 1*

Street 2

TBD

Country*

City*

State*

Zip Code*

United States

Dover

Delaware

19901-

Phone*

24 Hour Phone

Email*

302-739-9414

william.bdavis@state.de.us

Secret Question *

Secret Answer *

What was your first car?

vega

Username*

☐ Change Password?

WBDfacility

Cancel

Save

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Version: 5.2

... the **Regulatory Point of Contact** is who we send out relevant news & reminders

Next we either find or create a *facility*...

Online TIER II MANAGER™ - Facility x Microsoft Word - TierII 2016RY x Tier II Chemical Inventory Form x

https://tierii.dnrec.delaware.gov/TierII/Facility/FacilityHome.aspx

150% Search

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome First Name, Company Name Last Login: 12/18/2017, 10:17 AM
Log Out

Home Facilities My Account

List Facilities

Introduction and Guidance Continue

Please click here to access the Training materials. Before starting a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

Important Notice:

Users should avoid using the back and forward arrows in the top corner of the Windows. Instead use the Back, Cancel, or Proceed buttons on the bottom of pages. To log out, users **MUST** click on the "Log Out" link in the screen header. Users should NOT click on the red "X" in the top right corner of the window. Please be aware that if the program sits idle for a period of time a warning box will appear telling you that the system will automatically log you off and any data entered and not saved will be lost if you do not proceed with adding data. To prevent this from happening, please ensure you have all the necessary data for your reports gathered and available to you before you begin the reporting process. Please refer to the reporting instructions noted above for guidance on the required data. Please ensure that you have the following before beginning (this is a summary...see the instructions for full information):


1. Phone numbers for 3 emergency contacts, including their work phone and 24 hour phone numbers.
2. Owner/Operator address and phone number.
3. Compliance contact address, phone number, and e-mail address.
4. All chemical information for the facility, including: CAS number; chemical name; average daily amounts (lbs); maximum daily amounts(lbs); physical and health hazards; storage container types; and storage locations at each site.
5. If there have been any changes to the facility, including the addition of structures or chemicals or the removal of structures or chemicals, a new site plot plan should be uploaded into the system or prepared on an 8½ x 11 piece of paper and sent in with a copy of the email you received upon certifying your report submission.

Fees are due, along with reports, on or before the deadline. Submissions are not considered complete until any associated fee payments have been received. Please mail your check in a timely manner.

Click the link above for more detailed instructions for New and Existing businesses.

IMPORTANT: You must submit a 2016 ANNUAL to complete your submission for this year! (Submitting a 2017 UPDATE does not meet the requirement).


Please Note: TIER II MANAGER™ is a "live" system. Changes to annual chemical inventories can be made at any time throughout the year. The system also accepts 302 and 311 reports. If you have any questions throughout the year, EPCRA staff is available to answer your questions at 302-739-9405.

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https://tierii.dnrec.delaware.gov/TierII/Facility/ListFacility.aspx

... click on the **List Facility** tab or the **Continue** button

To pick a *facility* that has previously reported, click on the facility that you want in **blue** ...



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2016

Welcome Bill, DNREC Test Site Last Login: 11/30/2017, 02:21 PM

Log Out

Home

Facilities

My Account

Active Facilities

The following facilities are registered under this username. You can update information and submit reports by clicking on the Facility/Site Name.

Back

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other


Add New Facility

Facility ID	Company Name	Facility/Site Name	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility ID	Company Name	Facility/Site Name	Address	All		City	LEPC	Fire Department	All	All	
2839	DNREC EPCRA Reporting	2016 Workshop Test Facility (ID: 2839)	100 Penny Lane, Dover, DE 19903	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Active	Inactive	2017 Tier II Report Update (Initiated)
2616	DNREC ECPRA	TestFacility #2 - Billing Test (ID: 2616)	89 Kings Hwy, Dover, DE 19901	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Active	Active	2015 Tier II Report Annual (08/30/2016) (Completed)
2601	DNREC	TestWBD091515 (ID: 2601)	Main, Dover, DE 19901	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Inactive	Active	2015 Tier II Report Annual (Initiated)
2959	DNREC EPCRA	Workshop 2017 Report Year (ID: 2959)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Unknown	Unknown	

Total Results:4 Rows per page 10

...or Add a New Facility if it's not in the database yet

This is the screen for **Adding a Facility** that has not reported before...



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM
[Log Out](#)

HomeFacilitiesMy Account

Facility Identification

2017 Test Facility (Facility ID: 2961)

2016 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414,
Type: Facility

Location & Nature of Business ✓Owner/Operator ✓

Facility/Site Name *
2017 Test Facility

Street 1 (911 Address) *
155 Commerce Way, Suite B

Country *
United States

State *
Delaware

County *
Kent

Company Name *
DNREC EPCRA

Street 2 (911 Address)

City *
Dover

Zip Code *
19904

Development/Industrial Park
Enterprise

Get Coordinates in Decimal Degrees
Click on this tool to get your lat/longs for the fields below.

Latitude (in decimal degrees) *
39.1547

Longitude (in decimal degrees) *
-75.5482

LEPC *
Kent County

Fire Department *
Dover, Robbins-Hose

NAICS *
922190
Search NAICS

Manned/Unmanned*
☒ Manned
☐ Unmanned

Dun & Brad No *
N/A

SIC Code
9199
Search SIC

Nature of Business *
Emergency Prevention & Response

Maximum Number of Occupants at one time *
20

If you do not have a Dun & Brad No, please enter "N/A".

Cancel

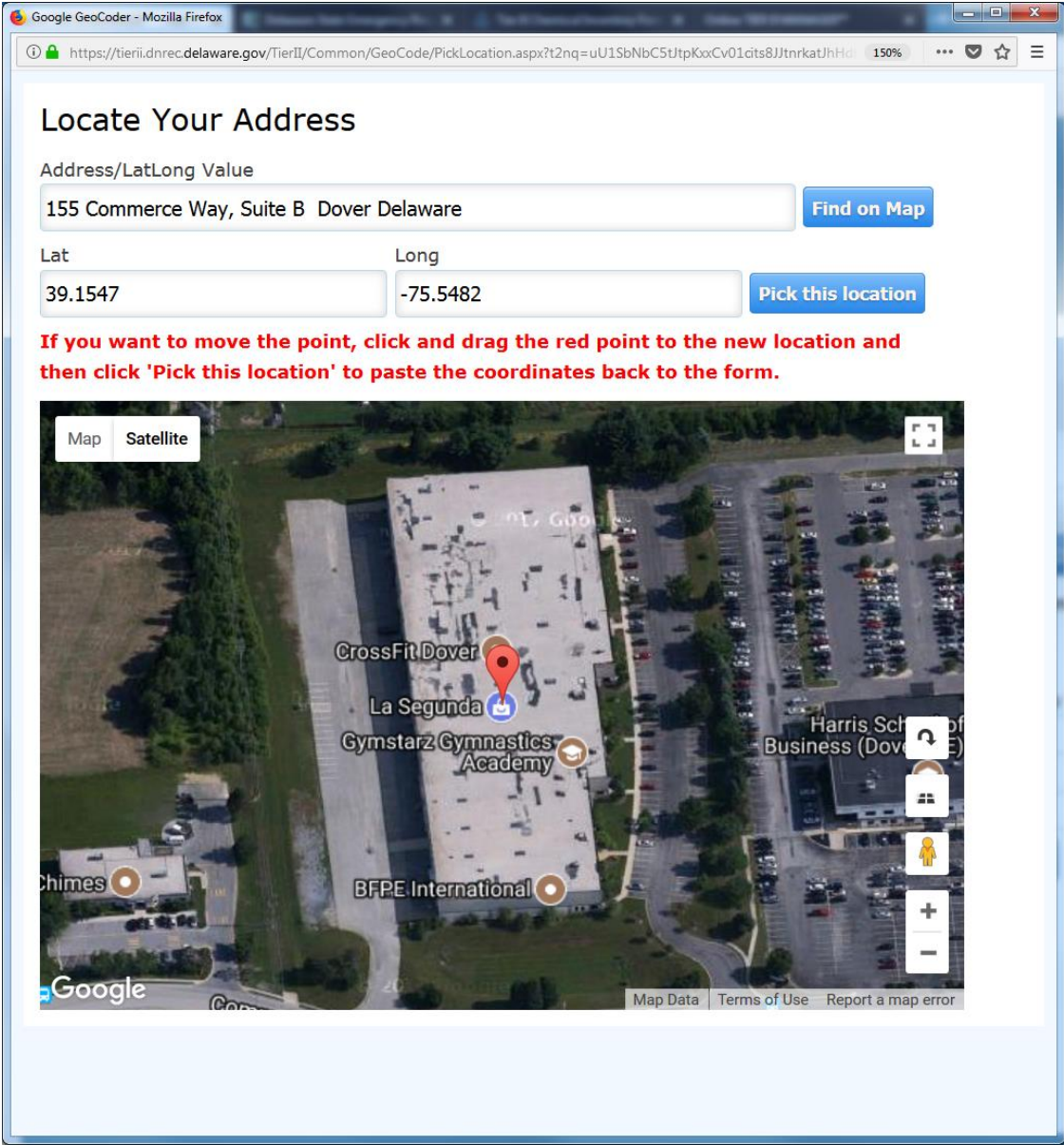
Save

Blue buttons are helpful tools

Download By: [icon]
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Version 5.0

... be sure not to add a duplicate **facility**; contact us if there is any doubt

The Latitude / Longitude tool can pin-point your location...



...where do you want the fire trucks to come?


T2M has built-in checks to look for missing info...

Online TIER II MANAGER

T2onlinereportinginstru...

Downloads

https://tierii.dnrec.delaware.gov/TierII/Facility/CreateFacility.aspx



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
PO Box 838 Dover, DE 19903
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site Last Login: 10/24/2016, 02:25 PM

Log Out

Home

Facilities

My Account

Facility Identification

Location & Nature of Business

Owner/Operator

Facility/Site Name *

2016 Workshop Test Facility

Company Name *

DNREC EPCRA Reporting

Street 1 (911 Address) *

100 Penny Lane

Street 2 (911 Address)

Country *

United States

City *

Dover

State *

Delaware

Zip Code *

19903

County *

Select One

Development/Industrial Park

This field is required

Missing Info

Get Coordinates in Decimal Degrees

Click on this tool to get your lat/longs for the fields below.

Latitude (in decimal degrees) *

39.2052

Longitude (in decimal degrees) *

-75.5481

LEPC *

Select One

Fire Department *

Select One

This field is required

Missing Info

NAICS *

922190

Search NAICS

Manned/Unmanned *

Manned

Unmanned

Dun & Brad No *

N/A

SIC Code

9199

Search SIC

Nature of Business *

Department of Natural Resources & Environmental Control, EPCRA Reporting

Maximum Number of Occupants at one time *

10

If you do not have a Dun & Brad No, please enter "N/A".

Cancel

Save

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Version: 5.2

... but it can't detect all mistakes

There is a second tab to complete Facility Information...

Online TIER II MANAGER™ - Facility X


Delaware State Emergency Res X

Tier II Chemical Inventory Form X

Online TIER II MANAGER™ X

+

https://tierii.dnrec.delaware.gov/TierII/Facility/CreateContactInfo.aspx?t2nq=y70ym64gIYscS+jn/V5CTz8EGiNI+CstfWWTEuEH0btZ91eH150%... Search



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome Bruce Wayne, Wayne Enterprises Last Login: 11/30/2017, 02:43 PM
Log Out

HomeFacilitiesMy Account

Facility Identification Details

2017 Test Facility (Facility ID: 2961)
155 Commerce Way, Suite B, Dover, DE 19904, United States
Type: Facility

Location & Nature of BusinessOwner/Operator

Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

Site Phone *
302-739-9414 x

24 Hr phone

Site Fax Number

Website (ex. http://www.yourcompany.com)

Owner/Operator Mailing Address and Contact Details

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

Pick Owner/Operator ContactCopy Facility Address

Owner/Operator Name*
Jamie Bethard

Street 1*
155 Commerce Way, Suite B

Street 2

Country*
United States

City*
Dover

State*
Delaware

Zip Code*
19904

Owner/Operator Phone*
302-739-9414 x


24 Hour Phone

Owner/Operator Email*
jamie.bethard@state.de.us

CancelSave

... click **Save**

After setting up a new *facility* you can continue completing the report...



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

PO Box 838 Dover, DE 19903

Phone :302-739-9405, Fax :302-739-2466

Home

Facilities

My Account

Online TIER II MANAGER™

Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site

Last Login: 10/24/2016, 02:25 PM

Log Out

Facility Identification Details

2016 Workshop Test Facility (Facility ID: 2839)

100 Penny Lane, Dover, DE 19903, United States

Type: Facility

Location & Nature of Business

Owner/Operator

Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guardhouse). If the facility is unmanned, next best contact.

Site Phone *

24 Hr phone

302-739-9405 x

Site Fax Number

Website (ex. http://www.yourcompany.com)

Owner/Operator Mailing Address and Contact Details

US or Canada, enter the state/province name in the State field.

Facility Address

Street 1 *

100 Penny Lane

Country *

United States

City *

Dover

State *

Delaware

Zip Code *

19903-

Owner/Operator Phone *

302-739-9405 x

24 Hour Phone

Owner/Operator Email *

william.bdavis@state.de.us

Cancel

Save

Confirmation

Do you want to enter Report data now?

Yes

No

javascript:void(0)

... or you can stop & come back later; the data will be saved

See that our new *facility* has been added to our list...

Online TIER II MANAGER™ - Facilities

Delaware State Emergency Res

Tier II Chemical Inventory Form

+

https://tierii.dnrec.delaware.gov/TierII/Facility/ListFacility.aspx

150%

Search

HomeFacilitiesMy Account

Active Facilities

The following facilities are registered under this username. You can update information and submit reports by clicking on the Facility/Site Name.

Back

ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

Add New Facility

Facility ID	Company Name	Facility/Site Name	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility ID	Company Name	Facility/Site Name	Address	All		City	LEPC	Fire Department	All	All	
2839	DNREC EPCRA Reporting	2016 Workshop Test Facility (ID: 2839)	100 Penny Lane, Dover, DE 19903	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Active	Inactive	2017 Tier II Report Update (Initiated)
2961	DNREC EPCRA	2017 Test Facility (ID: 2961)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Active	Active	
2962	DNREC EPCRA	Fee Test (ID: 2962)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Unknown	Unknown	
2616	DNREC ECPRA	TestFacility #2 - Billing Test (ID: 2616)	89 Kings Hwy, Dover, DE 19901	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Active	Active	2015 Tier II Report Annual (08/30/2016) (Completed)
2601	DNREC	TestWBD091515 (ID: 2601)	Main, Dover, DE 19901	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Inactive	Active	2015 Tier II Report Annual (Initiated)
2959	DNREC EPCRA	Workshop 2017 Report Year (ID: 2959)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Unknown	Unknown	

Total Results:6 Rows per page10

... click on the blue “2017 Test Facility (ID:2961)”

After selecting the facility, you can view its 312, 311, and 302 reporting history ...

Online TIER II MANAGER™ - Facility X Delaware State Emergency Res Tier II Chemical Inventory Form Online TIER II MANAGER™ X

https://tierii.dnrec.delaware.gov/TierII/Facility/Facility.aspx?t2nq=y1J4msxOFOs4OQA31qFHM+1YLK3y1+LGaTmKgDhJE25n3y5N5F6PziZ1C 150% Search

HomeFacilitiesMy Account

Back

List Submissions

To create and submit a new report, click on the "Add a New Submission" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

2017 Test Facility (Facility ID: 2961)
155 Commerce Way, Suite B, Dover, DE 19904, United States
Status: Active Type: Facility

Reports

Add a New Submission

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						


311 Report (within 3 months of the chemical first being on site above the threshold amount)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

Back to List of Facilities

... we're going to **Add a New Submission**

This might be the most important screen of the day...



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

HomeFacilitiesMy Account

Online **TIER II MANAGER™** Tier II Reporting Year : 2017
Welcome First Name, Company Name Last Login: 01/02/2018, 03:03 PM
[Log Out](#)

Start a New Report

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414
Type: Facility

Choose a Report Type (click on button next to selection)

☒ **Tier II Report (312 Annual Report)**
Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year. **See NOTE below.**

☐ **302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)**
Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ) within 60 days of the EHS first being on site above the threshold amount. **See NOTE below.**

☐ **311 Report (within 3 months of the chemical first being on site above the threshold amount)**
Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department within 3 months of the chemical first being on site above the threshold amount.

NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department.

Choose a Report Class (click on button next to selection)

IMPORTANT: You must select ANNUAL for 2017 to complete your requirements this year!

☒ **Annual for**

2017

Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year.**

☐ **Revision** - Revisions should be submitted **to correct errors or omissions** in already submitted reports.

☐ **Update for**

2018

Updates should be submitted to capture changes to **facility contacts** or chemical **quantities/locations** onsite during the **current calendar year.**


Cancel

Proceed

← Annual for 2018

... any *Report Class* other than “**Annual for 2018**” might be a mistake

Now we are in edit mode... there are 7 steps to complete the report...




Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466








Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM
Log Out


[Home](#) [Facilities](#) [My Account](#)

Tip

Complete each step with a  to submit your report.

[Back](#) **Edit Report Homepage for 2017 Test Facility** [List Submissions](#)

Step 1  Step 2  Step 3  Step 4  Step 5  Step 6  Step 7 

 **0 Notes**



Report [Print Report](#)

2016 Annual Tier II Report(2017 Test Facility) - 30127

Submission Status : Initiated **Status Date :** 12/8/2017

Last Updated : 12/8/2017 **Submission Type :** Online

Submitter Username : First Name Last Name [WBDfacility]

Step 1: Review Facility Information [Edit](#)

Facility ID	2961	LEPC	Kent County
Facility/Site Name	2017 Test Facility	Lat/Long	39.1547,-75.5482
Company Name	DNREC EPCRA	Maximum Number of Occupants at one time	20
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	Emergency Prevention & Response
Inactive as Of		NAICS	922190
Physical Location	155 Commerce Way, Suite B, Dover, DE 19904, United States	SIC Code	9199
County	Kent	Dun & Brad No	N/A
Development/Industrial Park	Enterprise		
Fire District	Dover, Robbins-Hose		
Site Phone	302-739-9414		
Manned	Yes		

... we've completed Step 1; let's scroll down and see what's ahead

Step 2 will require the most work...

Online TIER II MANAGER

T2onlineReportingInstruc

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=zKZNWkkZglogEuynl84QENxwkdO+1o0Mbq9Uhp+0x7E=

Step 1Step 2Step 3Step 4Step 5Step 6Step 7

0 Notes

Step 2: Review Chemical Inventory

Total: 0EHS: 0EHS>TPQ: 0

Add ChemicalsImport Chemicals

Chemical List

Back

AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
			All						

No items to be listed

Total Results:0Rows per page10

Step 3: Review Subject to Status

Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312 (Annual Inventory)	Active	EPCRA Section 302 (EHS Amt>TPQ)	Unknown
CAA Section 112(r) (RMP)	Unknown	EPCRA Section 313 (TRI)	Unknown

Step 4: Review Report Contacts

Number of Compliance Contact/Preparer: 0Number of Emergency Planning Coordinators: 0Number of Emergency Contacts: 0

There must be at least 1 Regulatory Point of Contact for a Tier II Report.
There must be at least 3 Emergency Contacts for a Tier II Report.

Facility and Owner/Operator Contacts

Edit

Name	Contact Type	Phone	24 Hr Phone	Email
Facility	Direct Site Communication	302-739-9405		
DNREC	Owner/Operator	302-739-9405		william.bdavis@state.de.us

... Step 3 is very quick, and Step 4 isn't hard

A Site Plan (a.k.a. Plot Plan) is needed in Step 5...

Online TIER II MANAGER xT2onlinereportinginstru xDownloads

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=zKZNWkkZglogEuynl84QENxwkdO+1o0Mbq9Uhp+0x7E=

Step 1 ✓Step 2 ⚠Step 3 ⚠Step 4 ⚠Step 5 ⚠Step 6 ⚠Step 7 ⚠0 Notes

Step 5: Review AttachmentsEdit

Description	File	File Type	Sent as Hardcopy
Site Plan			No
Site Coordinate Abbreviations			No
Safeguard Measures			No
Hazardous Waste Contingency Plan			No
Facility Emergency Response Plan			No

Step 6: Review Fee Exemption StatusFee Exemption Status: Not Completed.Edit

You have marked the following Exemption Reasons:

1.Is it a Government facility?

☐ Yes

☐ No

2.Is it a Non-Profit facility?

☐ Yes

☐ No

Step 7: Submit ReportMissing Information or Conflicts in the Report Data

Click the Step name with Alerts to fix data problems.

... and Step 6 is easy.

For a Step 2 example, let's input Lead Acid Batteries...

Online TIER II MANAGER™ - Add C

Microsoft Word - TierII 2016R

Tier II Chemical Inventory Form

Battery Wet 112015 (REV 4).pdf

+

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=cVvWf9Pg14m18sawvQWlniaY3MoGA7IcIo+150%

Search

HomeFacilitiesMy Account

Chemical Details

2017 Test Facility (Facility ID: 2961)
155 Commerce Way, Suite B Dover, Delaware 19904
Contact: 302-739-9414
Type: Facility

Lead Acid Battery (N/A)
Mixture - 10,000.00 lbs - 1 Location(s)
Notes on Reporting Chemicals
1. Pure Chemicals and Mixture Chemicals must be reported separately.
2. If reporting an EHS chemical only, mark as "Pure". If the EHS is a part of a Mixture, enter the product name in "Chemical Name", check "Mixture" and enter the EHS (and other Ingredients) in the "Mixture Component List".

2017 Tier II Report Update

Chemical Description

Inventory & Storage

Chemical Description

Search by CAS/Chemical NameSearch by 311 ChemicalSearch by 302 Chemical

CAS Number (If no CAS, type N/A) *
N/A

Chemical Name *
Lead Acid Battery

☐ Substance Is Trade Secret

Chemical State

Check all that apply

State *
☒ Solid☐ Liquid☐ Gas

Fee Classification *
Mix with > or equal to 10% E

Physical and Health Hazards *

Physical Hazards
Check all that apply
☐ Combustible dust
☐ Corrosive to metal
☐ Explosive
☒ Flammable (gases, aerosols, liquids, or solids)
☐ Gas under pressure
☐ Hazard Not Otherwise Classified (HNOC)
☐ In contact with water emits flammable gas
☐ Organic peroxide
☐ Oxidizer (liquid, solid or gas)
☐ Pyrophoric (liquid or solid)
☐ Pyrophoric gas
☐ Self-heating
☐ Self-reactive

Health Hazards
Check all that apply
☒ Acute toxicity (any route of exposure)
☐ Aspiration hazard
☒ Carcinogenicity
☐ Germ cell mutagenicity
☐ Hazard Not Otherwise Classified (HNOC)
☐ Reproductive toxicity
☒ Respiratory or skin sensitization
☐ Serious eye damage or eye irritation
☐ Simple asphyxiant
☒ Skin corrosion or irritation
☐ Specific target organ toxicity (single or repeated exposure)

Chemical Format

Pure/Mixture *
☐ Pure
☒ Mixture

Fee classification will depend on the % EHS

See the Safety Data Sheet

... which are a *mixture* of Sulfuric Acid (an **EHS**) and Lead compounds

A Safety Data Sheet example for Lead Acid Batteries...

Online TIER II MANAGER™ - Add C X Microsoft Word - TierII 2016RY X Tier II Chemical Inventory Form X Battery Wet 112015 (REV 4).pdf X

www2.exide.com/Media/files/Downloads/TransAmer/MSDS Sheets - Transportation Americas/Battery Wet 112015 (REV 4).pdf

1 of 7 Automatic Zoom



GHS
SAFETY DATA SHEET

I. PRODUCT IDENTIFICATION

MANUFACTURER/SUPPLIER Exide Technologies 13000 Deerfield Parkway, Bldg. 200 Milton, GA 30004	CHEMICAL/TRADE NAME (* as used on label) PRODUCT ID UN2794	*Lead-Acid Battery
FOR FURTHER INFORMATION Primary Contact: Exide SDS Support (770) 421-3485 Secondary Contact: Joe Bolea (423) 989-6377 Joe Kumper (678) 566-9380 Fred Ganster (610) 921-4052	CHEMICAL FAMILY/ CLASSIFICATION Electric Storage Battery	FOR EMERGENCY CHEMTREC (800) 424-9300 (703) 527-3887 – Collect 24-hour Emergency Response Contact Ask for Environmental Coordinator

II. HAZARD IDENTIFICATION



Signal Word: **Danger**

Category:	GHS Codes	Description
Health: STOT RE 2 Acute Tox. 4 Repr. 1A Skin Corr. 1A Flam. Gas 1 Carc. 1A (arsenic) Aquatic Chronic 1 Aquatic Acute 1	H302/H312/H332 H314 H315/H318 H302/H313/H332 H350 H360 H373	Harmful if swallowed, inhaled, or in contact with skin. Acid causes severe skin burns and eye damage. Causes skin irritation, serious eye damage. Contact with internal components may cause irritation or severe burns. May cause cancer if ingested or inhaled. May damage fertility or the unborn child if ingested or inhaled. Causes damage to central nervous system, blood and kidneys through prolonged or repeated exposure if ingested or inhaled.
	H220	Extremely flammable gas (hydrogen). May form explosive air/gas mixture during charging.
	H203 H410 P260 P314 P301/330/331	Explosive, fire, blast or projection hazard. Very toxic to aquatic life with long lasting effects. Do not breathe dust/fume/gas/mist/vapors/spray. If exposed/concerned, or if you feel unwell seek medical attention/advice. IF SWALLOWED OR CONSUMED: rinse mouth. Do NOT induce vomiting. Call a poison center/doctor if you feel unwell.
	P303/361/353	IF ON CLOTHING OR SKIN (or hair): Remove/Take off immediately all contaminated clothing and wash it before reuse. Rinse skin with water/shower.
	P304/340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
	P305/351/338 P311 H362	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician. May cause harm to breast-fed children.
	P201 P202	Obtain special instructions before use. Do not handle until all safety precautions have been read and understood.

... look for the key words in Section II “Hazard Identification” under “Category”

A word about **Fee Classification**...

Online TIER II MANAGER x Delaware State Emerg... x EPCRA x Online TIER II MANAGER x

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=Vh/Dh2A4GtNehgfmKjcz5C4MTQ5vO+F1RBv8b1xPex4E0UQKJKtUuy428YZxwqLG

Chemical Description ✓ Inventory & Storage ✓

Search by CAS/Chemical Name Search by 311 Chemical Search by 302 Chemical

CAS Number (If no CAS, type N/A) * N/A

Chemical Name * Lead Acid Battery

☐ Substance is Trade Secret

Chemical State

Check all that apply

State *
☒ Solid ☐ Liquid ☐ Gas

Fee Classification *
Mix with > or equal to 10% EHS
Select One
Hazardous Chemical
Extremely Hazardous Substance (EHS)
Mix with <10% EHS
Mix with > or equal to 10% EHS
Motor Vehicle Fuel for Retail Sale
Voluntary

Chemical Format

Pure/Mixture *
☐ Pure
☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ? * ☒ Yes ☐ No

Mixture Component List *

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt (lbs)	Range Code	* Size<100 Microns/ Powder / Molten / Solution?	Edit	Delete
N/A	Lead Compounds	No		70.00	1400	[04] 1,000-4,999			
7664939	Sulfuric acid	Yes	Sulfuric acid	30.00	600	[03] 500-999			

* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A) *

Free voluntary reporting is available for below threshold or exempt

... Hazardous Chemical: **\$60**, EHS **\$100**, Mix<10% **\$60**, Mix>10% **\$100**

A *mixture's* EHS components need to be itemized, while a *pure* chemical does not...

Online TIER II MANAGER

T2onlineReportingInstru...

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=Z/Y3cl3liGBHFrGbmclKR9xwkdO+1o0Mbq9Uhp+0x7E=

Chemical Description

Inventory & Storage

Chemical Format

Pure/Mixture *

☐ Pure

☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ? *

☒ Yes ☐ No

You checked "Yes" for mixture contains an EHS. EHS component(s) within the mixture must be listed below. Reporting of non-EHS components in the mixture is voluntary. To add components, complete info in the "Add Mix Components" section below, and click on "Save Mixture Component". Repeat for additional components.

Mixture Component List *

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt (lbs)	Range Code	* Size<100 Microns/ Powder / Molten / Solution?	Edit	Delete
No items to be listed									

Only EHS components must be itemized

* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

*

Chemical Name *

☐ EHS

EHS Name [Search by EHS Name](#)


See Notes on Reporting Chemicals at top of this page.

Maximum Amount Percentage *

Save Mixture Component


Cancel

Save

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Version: 5.2



... let's do the EHS portion first; click on **Search by CAS / Chemical Name**

See how we can search for Sulfuric Acid...

Online TIER II MANAGER

T2online reportinginstruc

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=Z/Y3c3liGBHFrGbmclKR9xwkdO+1o0Mbq9Uhp+0x7E=

Chemical DescriptionInventory & Storage

Chemical Format

Pure/Mixture *

☐ Pure

☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ? * ☒ Yes

You checked "Yes" for mixture contains an EHS. Components" section below, and click on "Save

Mixture Component List *

CAS Number	Chemical Name	EHS
No items to be listed		

This field is only required for non-reactive solid

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical

☐ EHS

See Notes on Reporting Chemicals at top of this page.

Maximum Amount Percentage *

Save Mixture Component

Cancel

Save

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Chemical List

The chemical list is for lookup purposes only. It is not a complete, verified chemical list. If you find a discrepancy between your data and the search results, please research further before certifying. Chemicals with the same CAS number may appear several times since they are known by several names. Click on the chemical to select it and populate it to the screen.

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	IS EHS	EHS Name
CAS	sulfuric acid	All	EHS
8014957	Oleum (fuming sulfuric acid)	No	
7664939	Sulfuric acid	Yes	Sulfuric acid
7664939	Sulfuric acid (aerosol forms only)	Yes	Sulfuric acid (aerosol forms only)
8014957	Sulfuric acid (fuming)	No	
8014957	Sulfuric acid, mixture with sulfur trioxide	No	

Total Results:5 Rows per page 10

... click on the version the 2nd sulfuric acid version to import it

Check the MSDS to find the percentage of Sulfuric Acid in the batteries...

Online TIER II MANAGER

T2onlinereportinginstruc

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=Z/Y3cl3liGBHFrGbmclKR9xwkdO+1o0Mbq9Uhp+0x7E=

Chemical Description

Inventory & Storage

Chemical Format

Pure/Mixture *

☐ Pure

☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ?*

☒ Yes ☐ No

You checked "Yes" for mixture contains an EHS. EHS component(s) within the mixture must be listed below. Reporting of non-EHS components in the mixture is voluntary. To add components, complete info in the "Add Mix Components" section below, and click on "Save Mixture Component". Repeat for additional components.

Mixture Component List *

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt (lbs)	Range Code	* Size<100 Microns/ Powder / Molten / Solution?	Edit	Delete
No items to be listed									

* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical Name *

EHS

☒

EHS Name Search by EHS Name

Maximum Amount Percentage *

See Notes on Reporting Chemicals at top of this page.

Save Mixture Component

Cancel

Save

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see
Safety Data Sheet
(MSDS)

... click on **Save Mixture Component** and move onto the lead portion

For this exercise, after itemizing 100% of the mixture (not required for lead)...

https://tierii.dnrec.delaw...T2online...

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?T2ChemicalID=128547&RptId=26596

Chemical DescriptionInventory & Storage

State

☒ Solid☐ Liquid☐ Gas

Mix with > or equal to 10% E

Chemical Format

Pure/Mixture

☐ Pure☒ Mixture

Chemical Mixture

Does the mixture contain an EHS?☒ Yes☐ No

Mixture Component List

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt (lbs)	Range Code	* Size<100 Microns/ Powder / Molten / Solution?	Edit	Delete
7664939	Sulfuric acid	Yes	Sulfuric acid	30.00					
N/A	Lead Compounds	No		70.00					

* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical Name

☐ EHS

EHS Name

Search by EHS Name

See Notes on Reporting Chemicals at top of this page.

Save Mixture Component

Maximum Amount Percentage

Cancel

Save

Usually % Wt. in
Safety Data Sheet
(MSDS)

... click **Save** to move on to “Inventory & Storage”

There are two parts to this screen...

Online TIER II MANAGER™ - Chemi X Delaware State Emergency Res Tier II Chemical Inventory Form Online TIER II MANAGER™ X

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ChemicalStorage.aspx?t2nq=6suVIXZRQOcsyUUIJdg2gqQWUFsqXzIwaMF7vDvc 120% Search

Home Facilities My Account

Inventory & Storage

2017 Test Facility (Facility ID: 2961) 155 Commerce Way, Suite B Dover, Delaware 19904 Contact: 302-739-9414 Type: Facility

Lead Acid Battery (N/A) Mixture - 10,000.00 lbs - 3 Location(s) 2016 Tier II Report Annual

Chemical Description Inventory & Storage

Gals To Lbs Converter

Maximum Daily Amount * 10000 Unit Pounds Maximum Daily Amount Code (Facility wide)* [06] 10,000-24,999

Gals To Lbs Converter

Maximum Amount in Largest Container 500 Unit Pounds

Gals To Lbs Converter

Average Daily Amount * 10000 Unit Pounds Average Daily Amount Code (Facility wide)* [06] 10,000-24,999

Number of Days Onsite * 365

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

Storage Location List

Container Type	Pressure	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
[2]Lead Acid Battery	[1]Ambient pressure	[4]Ambient temperature	Forklift trucks	No	500 lbs		
[2]Lead Acid Battery	[1]Ambient pressure	[4]Ambient temperature	Warehouse	No	2000 lbs		
[2]Lead Acid Battery	[1]Ambient pressure	[4]Ambient temperature	South Warehouse	No	4000 lbs		

Add Storage Location

Container Type * Select One Pressure * Select One Temperature * Select One

☐ Storage Location is Confidential

Storage Location *

Gals To Lbs Converter Storage Location Max Daily Amount

Save Storage Location

Several Locations

... Inventory and Storage

The drop-down menus make it easier...

Online TIER II MANAGER™ - Chemi X Microsoft Word - TierII 2016RY X Tier II Chemical Inventory Form X Battery Wet 112015 (REV 4).pdf X

155 Commerce Way, Suite B Dover, Delaware 19904
Contact: 302-739-9414
Type: Facility

Chemical Description ✓ Inventory & Storage ✓

Ch Select One
Gals Above ground tank
Max Below ground tank
100 Tank inside building
Gals Steel drum
Ave Plastic or nonmetallic drum
100 Can
Num Carboy
365 Silo
Fiber drum
Sto Bag
Box
To e Cylinder
Sto Glass bottles or jugs
Cor Plastic bottles or jugs
[Z] Tote bin
Tank wagon
Rail car
A Other
Lead Acid Battery
Select One

Maximum Daily Amount Code (Facility wide)*
Pounds [06] 10,000-24,999
Gals To Lbs Converter
Maximum Amount in Largest Container
500
Unit
Pounds

Average Daily Amount Code (Facility wide)*
Pounds [06] 10,000-24,999

Information: Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
nt pressure	[4]Ambient temperature	Warehouse	No	10000 lbs		

Pressure *
Select One
Temperature *
Select One

☐ Storage Location is Confidential

Storage Location *

Save Storage Location

Gals To Lbs Converter

Batteries have their own container type

... click on **Save Storage Location**


See the entry for batteries in the warehouse...

Online TIER II MANAGER

T2online reportinginstruc

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ChemicalStorage.aspx?t2nq=D/hVJP+Z5Kdii1GivQuMCKYN20V/v6HZf8XuCQqYXRovprdxIXREUpAhoa/d7wD7



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
PO Box 838 Dover, DE 19903
Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™** Tier II Reporting Year : 2015
Welcome Bill, DNREC Test Site Last Login: 10/28/2016, 11:51 AM
Log Out

HomeFacilitiesMy Account

Inventory & Storage

2016 Workshop Test Facility (Facility ID: 2839)

100 Penny Lane Dover, Delaware 19903
Contact: 302-739-9405
Type: Facility

Lead Acid Battery (N/A)
Mixture - 2,000.00 lbs - 1 Location(s)

2015 Tier II Report Annual

Chemical Description

Inventory & Storage

Chemical Inventory

Gals To Lbs Converter

Maximum Daily Amount *
2000

Unit
Pounds

Maximum Daily Amount Code (Facility wide) *
[04] 1,000-4,999

Gals To Lbs Converter

Maximum Amount in Largest Container
200

Unit
Pounds

Gals To Lbs Converter

Average Daily Amount *
2000

Unit
Pounds



Average Daily Amount Code (Facility wide) *
[04] 1,000-4,999

Number of Days Onsite *
365

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

Storage Location List

Container Type	Pressure	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
[R]Other - battery	[1]Ambient pressure	[4]Ambient temperature	warehouse	No	2000 lbs		

Add Storage Location

... when finished adding all the locations, scroll to the bottom and...

Click the **Save** button...

Online TIER II MANAGER

T2online reporting instructions

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ChemicalStorage.aspx?t2nq=D/hVJP+Z5Kdii1GivQuMCKYN20V/v6HZf8XuCQqYXRovprdxIXREUpAhoa/d7wD7

Chemical Description

Inventory & Storage

Average Daily Amount

2000

Unit

Pounds

Average Daily Amount Code (Facility Wide)

[04] 1,000-4,999

Number of Days Onsite *

365

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

Storage Location List

Container Type	Pressure	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
[R]Other - battery	[1]Ambient pressure	[4]Ambient temperature	warehouse	No	2000 lbs		

Add Storage Location

Container Type *

Select One

Pressure *

Select One

Temperature *

Select One

☐ Storage Location is Confidential

Storage Location *

[Gals To Lbs Converter](#)

Storage Location Max Daily Amount *

Unit *

Pounds

Save Storage Location

Cancel

Save

Click Save


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Version: 5.2

... always click **Save**

T2M confirms that the save is successful and that there are no errors...



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

PO Box 838 Dover, DE 19903

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™

Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site

Last Login: 10/28/2016, 11:51 AM

Log Out

Home

Facilities

My Account

Inventory & Storage

2016 Workshop Test Facility (Facility ID: 2839)

100 Penny Lane Dover, Delaware 19903
Contact: 302-739-9405
Type: Facility

Lead Acid Battery (N/A)
Mixture - 2,000.00 lbs - 1 Location(s)

2015 Tier II Report Annual

Chemical Description

Inventory & Storage

Chemical Inventory

Gals To Lbs Converter

Maximum Daily Amount *

2000

Unit

Pounds

Maximum Daily Amount Code (Facility wide) *

[04] 1,000-4,999

Gals To Lbs Converter

Average Daily Amount *

2000

Unit

Pounds

Average Daily Amount Code (Facility wide) *

[04] 1,000-4,999

Number of Days Onsite *

365

Information



Chemical Inventory saved successfully.

Ok

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

Storage Location List

Container Type	Pressure	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
[R]Other - battery	[1]Ambient pressure	[4]Ambient temperature	warehouse	No	2000 lbs		

javascript:void(0)

... OK

Step 2 is complete, notice the green check...

Online TIER II MANAGER x T2onlinereportinginstru x Downloads x

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=LcvWzxpilZRRQhAWUJRWodxwkdO+1o0Mbq9Uhp+0x7E=

Step 1 ✓ Step 2 ✓ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Step 2: Review Chemical Inventory Total: 1 EHS: 1 EHS>TPQ: 0 Add Chemicals Import Chemicals

Chemical List

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
N/A	Lead Acid Battery	Mix	EHS	2000	No			✓	10/28/2016 1:06:42 PM

Total Results:1 Rows per page 10

Step 3: Review Subject to Status Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312 (Annual Inventory)	Active	EPCRA Section 302 (EHS Amt>TPQ)	Inactive
CAA Section 112(r) (RMP)	Unknown	EPCRA Section 313 (TRI)	Unknown

Step 4: Review Report Contacts Number of Compliance Contact/Preparer: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

There must be at least 1 Regulatory Point of Contact for a Tier II Report.
There must be at least 3 Emergency Contacts for a Tier II Report.

Facility and Owner/Operator Contacts Edit

Name	Contact Type	Phone	24 Hr Phone	Email
Facility	Direct Site Communication	302-739-9405		
DNREC	Owner/Operator	302-739-9405		william.bdavis@state.de.us

Edit & Delete icons for changes

Step 3

... continue to “Add Chemicals” or move on to Step 3 by clicking Edit

Step 3 has four EPA-required questions...

tierii.dnrec.delaware.gov/TierII/Sub: X Delaware State Emergency Res: X Tier II Chemical Inventory Form: X Online TIER II MANAGER™ X +

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditReportRegulatoryStatus.aspx?RptId=29883150% Search

HomeFacilitiesMy Account?

Subject to Status

2017 Test Facility (Facility ID: 2961)2016 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414
Type: Facility

EPCRA Section 312 (Annual Inventory)Active

The facility is subject to 312? [What is this?](#) * ☒ Yes ☐ No

EPCRA Section 302 (EHS Amt>TPQ)Active

The facility is subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? [What is this?](#) * ☒ Yes ☐ No

CAA Section 112(r) (RMP)Unknown

The facility is subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? [What is this?](#) * ☐ Yes ☒ No

RMP ID

EPCRA Section 313 (TRI)Unknown

The facility is subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR Part 372) [What is this?](#) * ☐ Yes ☒ No

TRI Facility ID

CancelSave

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Risk
Management
Plan

DNREC ARP
Mark Dolan
Ken Cenci


Toxic
Release
Inventory

Deb
Nielsen

... the first two are pre-filled based on Step 2, while the second two you will know. Click **Save**.

Step 4 is listing the contacts...

Online TIER II MANAGER™ - Edit Co X Delaware State Emergency Res X Tier II Chemical Inventory Form X Online TIER II MANAGER™ X +

← → ↻ 🏠  <https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditContact.aspx?t2nq=YUBEvVBpsUQkJkb97lwtKu0X7ENYwwhs1PVL3OX5xHQ5XE1> 150% ... 📧 ☆ 🔍 Search ⬇️ 📄 🖨️ ☰

Contacts

2017 Test Facility (Facility ID: 2961)

2016 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States

Contact: 302-739-9414

Type: Facility

Regulatory Point of Contact

Person knowledgeable of the information contained in the Tier II inventory form.

Pick Regulatory Point of Contact

First Name *	Last Name *	Title *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Email *	Retype Email *	Phone *	24 Hr. Phone *	Mobile/Pager
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name *	Street *	City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Emergency Planning Coordinator

Required only if Chemical Inventory has Extremely Hazardous Substance quantities greater than the Threshold Planning Quantity

Pick Emergency Planning Coordinator

First Name *	Last Name *	Title *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Email *	Phone *	24 Hr. Phone *	Mobile/Pager	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Company Name *	Street *	City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Emergency Contacts

... the **Regulatory Point of Contact's email** is the most important

For ***Emergency Planning Coordinator*** and ***Emergency Contacts...***

Online TIER II MANAGER x T2online reportinginstruc... Downloads

<https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditContact.aspx?t2nq=rZq/LD4ijacd226KgZz7KipuoQr8F48NfAggr4g/pZcA1RgcLP3csJaOrva1mSLodhb7Ke5T67VPudOXeXaMg==>



Tier II Reporting Year : 2015
 Last Login: 10/28/2016, 11:51 AM
[Log Out](#)

Home Facilities

Contacts

2016 Workshop Test Facility

100 Penny Lane, Dover, DE 19903, United States
Contact: 302-739-9405
Type: Facility

Regulatory Point of Contact

Person knowledgeable of the information contained in this report.
[Pick Regulatory Point of Contact](#)

First Name * Last Name

Email * Return Email

Company Name * Street Address

Emergency Planning Coordinator

Required only if Chemical Inventory has Exceeding Quantities
[Pick Emergency Planning Coordinator](#)

First Name Last Name

Email Phone

Company Name Street Address

x

Contact List

Double click on the contact to select and return to the previous screen.

Contact Type	First Name	Last Name	Title	Email	Phone
All ▼					
Emergency Planning Coordinator	Mr.	Coordinator	Emergency Dude	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#1	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#2	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#3	Self	william.bdavis@state.de.us	3027399414
Regulatory Point of Contact	Bill	Davis	Himself	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#3	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#1	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#2	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	Moma	Cat	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	Mr.	Coordinator	Emergency Dude	william.bdavis@state.de.us	3027399414
Regulatory Point of Contact	Joe	Contact	Chief	william.bdavis@state.de.us	3027399414
Regulatory Point of Contact	Bill	Davis	Himself	xxxxyy@test.com	1234567890
Emergency Planning Coordinator	Atlas	Dog		william.bdavis@state.de.us	3027399414
Regulatory Point of Contact	Bill	Davis	RPC	william.bdavis@state.de.us	3027399414
Owner/Operator	DNREC			william.bdavis@state.de.us	3027399405
Owner/Operator	Atlas Dog			william.bdavis@state.de.us	3027399414
Owner/Operator	Moma Cat			william.bdavis@state.de.us	3027399414
Owner/Operator	Bill Davis			william.bdavis@state.de.us	3027399414
Direct Site Communication					3027399405
Direct Site Communication					3027399414
Direct Site Communication					3027399414
302 Emergency Planning Coordinator	Bruce Wayne		Batman	william.bdavis@state.de.us	3027399414

... T2M keeps a directory of everyone you've ever used

List 3 *Emergency Contacts*...

Online TIER II MANAGER

T2onlinereportinginstruc

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditContact.aspx?t2nq=rZq/LD4ijacd226KgZz7KipuoQr8F48NfAggr4g/pZcA1RgcLP3csJaOrva1mSLodh1b7Ke5T67VPudOXeXaMg==

Emergency Contacts

[Pick Emergency Contact](#)

First Name *

EC

Last Name *

#1

Title *

Self

Email *

william.bdavis@state.de.us

Work Phone *

3027399414

24 Hr. Phone *

3027399414

Mobile/Pager

[Pick Emergency Contact](#)

First Name *

EC

Last Name *

#2

Title *

Self

Email *

william.bdavis@state.de.us

Work Phone *

3027399414

24 Hr. Phone *

3027399414

Mobile/Pager

[Pick Emergency Contact](#)

First Name *

EC

Last Name *

#3

Title *

Self

Email *

william.bdavis@state.de.us

Work Phone *

3027399414

24 Hr. Phone *

3027399414


Mobile/Pager

Add More

Cancel


Save

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... and click **Save**

Step 5, attach a Site Plan...



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2016

Welcome Bruce Wayne, Wayne Enterprises Last Login: 11/30/2017, 02:43 PM

Log Out

Home

Facilities

My Account

Add/Edit Tier II Report Attachments

2017 Test Facility (Facility ID: 2961)

2016 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States

Contact: 302-739-9414


Type: Facility

Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Map) *		<div>Browse... No file selected.</div> <div>Example Plot Plan 113017.docx (Remove)</div>	<input type="checkbox"/>
Site Coordinate Abbreviations		<div>Browse... No file selected.</div>	<input type="checkbox"/>
Safeguard Measures		<div>Browse... No file selected.</div>	<input type="checkbox"/>
Hazardous Waste Contingency Plan		<div>Browse... No file selected.</div>	<input type="checkbox"/>
Facility Emergency Response Plan		<div>Browse... No file selected.</div>	<input type="checkbox"/>

** Siteplan required for Annual and Revision submission(s).

Cancel

Save

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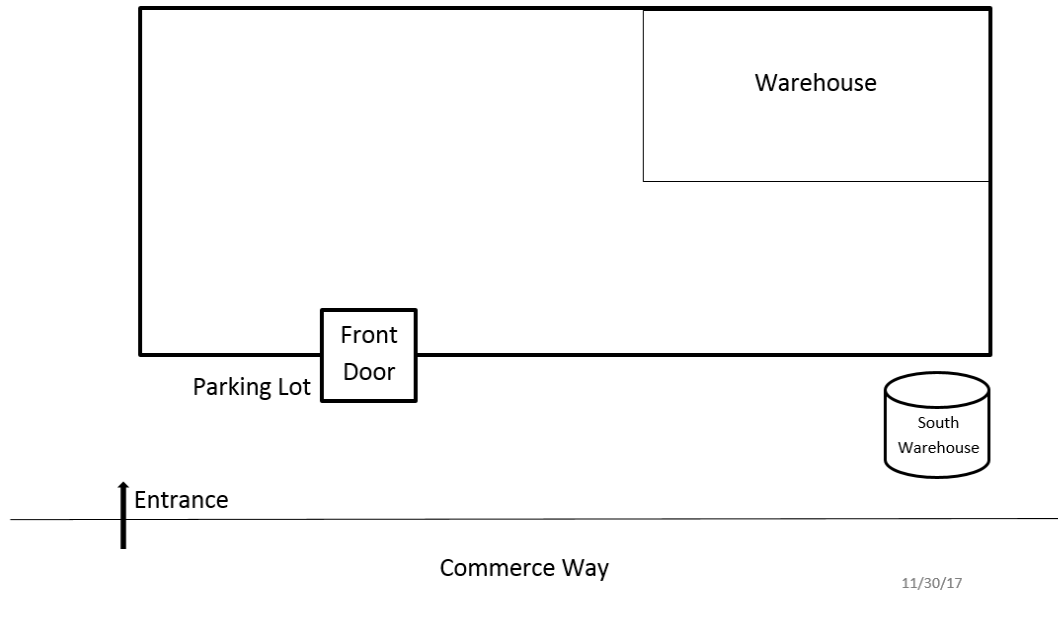
Version: 5.2

... file size is limited to 2.0 MB, and your network's firewall might cause a problem

Example Site Plan

**2017 Test Facility (FID#2961)
155 Commerce Way Suite B
Dover, DE 19904**

N ↑
1 inch = 20 feet



Step 6 is to identify fee-exempt facilities...

Online TIER II MANAGER™ - View R... Delaware State Emergency Res... Tier II Chemical Inventory Form... Online TIER II MANAGER™

← → ↻ 🏠 https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=DlBg8U4ixopz1VoA+JDd2ofQ4sqkT5abPjtlg15D5+0= 150% 🔍 Search ⬇️ 📄 🗑️ ☰

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ⚠️ Step 7 ⚠️ 0 Notes

Hazardous Waste Contingency Plan		No
Facility Emergency Response Plan		No

— Step 6: Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

You have marked the following Exemption Reasons:

1.Is it a Government facility?

☐ Yes

☐ No

2.Is it a Non-Profit facility?

☐ Yes

☐ No

— Step 7: Submit Report Missing Information or Conflicts in the Report Data

Click the Step name with Alerts to fix data problems.

Cancel Report (This will discard all Report data)

... **Non-Profit** as defined by the State of Delaware Department of Corporations

Online TIER II MANAGER™ - View R...

Delaware State Emergency Res...

Tier II Chemical Inventory Form...

Online TIER II MANAGER™

150%

Search

HomeFacilitiesMy Account

Back

Edit Report Homepage for 2017 Test Facility (ID: 2961)

List Submissions

Step 1 ✓Step 2 ✓Step 3 ✓Step 4 ✓Step 5 ✓Step 6 ✓Step 7 ⚠

0 Notes

Report

2016 Annual Tier II Report(2017 Test Facility) - 29883

Submission Status : InitiatedStatus Date : 11/30/2017

Last Updated : 11/30/2017Submission Type : Online

Submitter Username : Bruce Wayne Batman [WBDfacility]

Print Report

Step 1: Review Facility Information

Edit


Facility ID	2961	LEPC	Kent County
Facility/Site Name	2017 Test Facility	Lat/Long	39.1547,-75.5482
Company Name	DNREC EPCRA	Maximum Number of Occupants at one time	20
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	Emergency Prevention & Response
Inactive as Of		NAICS	922190
Physical Location	155 Commerce Way, Suite B, Dover, DE 19904, United States	SIC Code	9199
County	Kent	Dun & Brad No	N/A
Development/Industrial Park	Enterprise		
Fire District	Dover, Robbins-Hose		
Site Phone	302-739-9414		
Manned	Yes		
Owner/Operator	Jamie Bethard, 155 Commerce Way, Suite B, Dover, DE 19904, United States		



Additional information can be added with **Notes**...

Online TIER II MANAGER x Delaware State Emergen x EPCRA x Online TIER II MANAGER x

https://tierii.dnrec.delaware.gov/TierII/Submission/ListReportNote.aspx?t2nq=JEw3EOujziNIIBSECpHO9RVyoqI9PQth5LBI3GrI3dNusbbjCBDBJkb3nkefidfa



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
PO Box 838 Dover, DE 19903
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2015
Welcome Bill, DNREC Test Site Last Login: 12/21/2016, 09:52 AM
Log Out

[Home](#) [Facilities](#) [My Account](#)

Notes

2016 Workshop Test Facility (Facility ID: 2839)

2014 Tier II Report Annual

100 Penny Lane, Dover, DE 19903, United States
Contact: 302-739-9405
Type: Facility

Click here to add a note

[Add Note](#) [Back to Report](#)

**WBDfacility**
12/21/2016 12:14:29 PM

This is a test note. It is easy to do.


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... think of these as a text message for the fire department

Creating the Note is easy...



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Emergency Prevention & Response Section, DNREC

PO Box 838 Dover, DE 19903

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site Last Login: 12/21/2016, 09:52 AM

Log Out

Home

Facilities

My Account

Add Notes

2016 Workshop Test Facility (Facility ID: 2839)

2014 Tier II Report Annual

100 Penny Lane, Dover, DE 19903, United States

Contact: 302-739-9405


Type: Facility

Type Your Notes Here *

This is a test note. It is easy to do.

Save

Cancel


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... this is a flashback to the previous screen

Back to the Edit Report Homepage...



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Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™

Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site

Last Login: 12/21/2016, 09:52 AM

Log Out

Home

Facilities

My Account

Back

Edit Report Homepage for 2016 Workshop Test Facility (ID: 2839)

List Submissions

Step 1 ✓

Step 2 ✓

Step 3 ✓

Step 4 ✓

Step 5 ✓

Step 6 ✓

Step 7 ⚠

1 Notes

Report

2014 Annual Tier II Report(2016 Workshop Test Facility) - 26852

Submission Status : Initiated

Status Date : 12/21/2016

Last Updated : 12/21/2016

Submission Type : Online

Submitter Username : Bill Davis [WBDfacility]

Step 1: Review Facility Information

Edit

Facility ID	2839	LEPC	Kent County
Facility/Site Name	2016 Workshop Test Facility	Lat/Long	39.2052,-75.5481
Company Name	DNREC EPCRA Reporting	Maximum Number of Occupants at one time	10
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	Department of Natural Resources & Environmental Control, EPCRA Reporting
Inactive as Of		NAICS	922190
Physical Location	100 Penny Lane, Dover, DE 19903, United States	SIC Code	9199
County	Kent	Dun & Brad No	N/A
Development/Industrial Park			
Fire District	Dover, Robbins-Hose		
Site Phone	302-739-9405		

Here you see the note we added

... we're ready to pay fees and certify the report

For Step 7, once it is begun, there is no turning back...

Online TIER II MANAGER

T2onlinereportinginstru

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=EhYB0AR8kWGly9gj23NTW3w9tZJ5lbY8akEuzVIU2Uk=

0 Notes

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 ⚠

No

Step 7: Submit Report

You are almost done! Click here to Submit your Report.

IMPORTANT NOTICE

Once you click on the "Submit Report" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.

As such, you will need to be ready as follows:

- If you want to make any final changes to the above info, click edit for the section you want to change.
- The submission process will include payment of any fees due. You will need either a credit card (you can pay online by credit card or ACH), or you can pay by check. Unlike past years, if mailing a check you will NOT need to enter your check number, bank name, etc. on these screens.
- If you need info for your accounting office in advance, click here to [Preview fee amount](#). However, you will be able to Print an official Fee Summary once you complete this step of Submitting your Report, at which point the fees are formally calculated. You will be able to print and provide the Fee Summary as documentation to your accounting office in order to receive your check, etc.
- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List Submissions screen, and complete the submittal process.

If you are ready, click on "Submit Report" to complete the submission process.

Submit Report

Cancel Report

(This will discard all Report data)



... you can see what this will cost with [Preview fee amount](#)

This is the fee amount preview...

Online TIER II | 001015.pdf | HistoryOfSussex | HAZARD COM | Department Lis | The Georgetown | SussexCounty | Microsoft Word | How to Read P | MarathonFoto | New to Gratef | Online TIER II |

dnrecapdev102/TierII/Submission/ReportSteps.aspx?t2nq=nqovzYKKErYQ4bm78DfRwYKeSN5FDcrTZZyD1Nin9w=

Apps | Customize Links | Suggested Sites | Windows | Imported From IE | How to lose weight | USA Dance (Dover) | Delmarva Weather: S

Step 1 ✓ | Step 2 ✓ | Step 3 ✓ | Step 4 ✓ | Step 5 ✓ | Step 6 ✓ | Step 7 ⚠

0 Notes

Item	Rate	Quantity	Amount
Voluntary	0	1	0
Hazardous Chemical	60	1	60
Extremely Hazardous Substance	100	1	100
Mix with <10% EHS	60	1	60
Mix with > or equal to 10% EHS	100	1	100
Motor Vehicle Fuel for Retail Sale	0	1	0
Total Invoice Amount			320

can pay by check online past year's training & check you will not need to enter your check number, bank name, etc. on these screens.

- If you need info for your accounting office in advance, click here to [Preview fee amount](#). However, you will be able to Print an official Fee Summary once you complete this step of Submitting your Report, at which point the fees are formally calculated. You will be able to print and provide the Fee Summary as documentation to your accounting office in order to receive your check, etc.
- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List Submissions screen, and complete the submittal process.

If you are ready, click on "Submit Report" to complete the submission process.

Submit Report

... if you think this is incorrect, do not proceed with Step 7

After clicking [Submit Report](#), T2M processes the fees...



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2017
Welcome Update 72, Post Rollover Last Login: 12/01/2017, 11:55 AM
Log Out

[Home](#) [Facilities](#) [My Account](#)

View Fee Summary

TestFacility #2 - Billing Test (Facility ID: 2616)

2017 Tier II Report Annual

89 Kings Hwy, Dover, DE 19901, United States
Contact: 302-739-9414
Type: Facility

The Invoice Amount is calculated based on your report. Payment of the complete Invoice Amount is required by the reporting deadline for your report to be considered complete.

Reporting Period : 2017 [Click to Print Fee Summary](#)

Item	Rate	Quantity	Amount
Voluntary	0	1	0.00
Hazardous Chemical	60	1	60.00
Extremely Hazardous Substance (EHS)	100	1	100.00
Mix with <10% EHS	60	1	60.00
Mix with > or equal to 10% EHS	100	1	100.00
Motor Vehicle Fuel for Retail Sale	0	1	0.00
Grand Total			320.00

Net balance as of Today: \$320

[Pay Now](#)

... this should match the Preview; click [Pay Now](#)

You can pay on-line or mail in a check...

Online TIER II MANAGER™ - Make | X


Delaware State Emergency Res | X

Tier II Chemical Inventory Form | X

Online TIER II MANAGER™ | X

+

https://tierii.dnrec.delaware.gov/TierII/Billing/Makepayment.aspx?t2nq=xiYDlcdsfRz5GicrG/d+lycleRY0wgKnu9RnUF9qLEKjcOZEKc9xmYXqIE 150% Search



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™** Tier II Reporting Year : 2016
Welcome Bruce Wayne, Wayne Enterprises Last Login: 11/30/2017, 02:43 PM
Log Out

?

HomeFacilitiesMy Account

Please do not click on the browser Back button.

Make a Payment

2017 Test Facility (Facility ID: 2961)

2016 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414
Type: Facility


☒ Invoice Amount: \$80.00

Select payment method *

☒ Check
(Note: Fees are due upon completion of Annual Report. Please include a copy of the invoice when mailing your check).

☐ Online Payment-Credit Card/ACH

Continue

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... choose one and click **Pay Now**

Note the warning about the Back Button...

Online TIER II MANAGER™ - Confir

Delaware State Emergency Res

Tier II Chemical Inventory Form

Online TIER II MANAGER™

← → ↻ 🏠

🔒 https://tierii.dnrec.delaware.gov/TierII/Billing/ConfirmPayment.aspx?t2nq=T+L3I4w52t6eqiPyiUa/blvxGfWxEocoH8I3vR3mync=

🖨 150% ⋮ 📧 ☆ 🔍 Search

⬇ 📄 🖨 ☰



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™

Tier II Reporting Year : 2016

Welcome Bruce Wayne, Wayne Enterprises

Last Login: 11/30/2017, 02:43 PM

Log Out

Home

Facilities

My Account

?

Please do not click on the browser Back button.

Confirm Payment Details

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States

Contact: 302-739-9414

Type: Facility

2016 Tier II Report Annual

Amount : \$80.00

Payment Method: Check

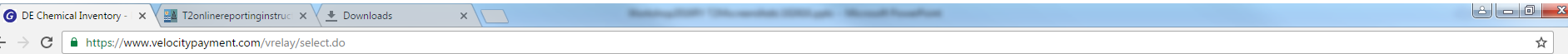
Continue

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Paying on-line, a fairly standard checkout...





Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

Blue Hen Corporate Center

655 South Bay Road, Suite 5N, Dover, DE 19901

Phone : 302-739-9405, Fax : 302-739-3106

Online **TIER II MANAGER™**




Required fields are highlighted with an asterisk.

Payment information:

Amount: * \$80.00 ⓘ

Please enter the following information about your payment method:

Cardholder's Name: * ⓘ

Cards Accepted:   

Card Number: * ⓘ

Signature Panel Code: * ⓘ

Expiration Date: * ⓘ

Billing information:

Address Line 1: * ⓘ

Address Line 2: ⓘ

Country: * ⓘ

ZIP Code: * ⓘ

City: ⓘ

State: ⓘ

PRIVACY NOTICE This privacy notice discloses the privacy practices for this website. This privacy notice applies solely to information collected by this website.

INFORMATION COLLECTION The State of Delaware is the sole owner of the information collected on this site. The State only has access to collect information that you voluntarily provide via email or other direct contact. The State will not sell or rent this information to anyone. We may use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, such as to ship an order.

SECURITY The State takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 302-739-9013.

REFUND POLICY All transactions submitted on this site are non-refundable. If you have an inquiry about a previously submitted transaction, please contact this State agency via the telephone number above.

PAYMENT AND ACCOUNT INFORMATION Once your payment is submitted, the payment will be posted to your account within 48 business hours. If you have any questions regarding your current balance, or when your payment will be applied, please immediately contact the State agency conducting the transaction.


Paying by check...

Online TIER II MANAGER x

Online TIER II MANAGER x

dnrecapdevel02/TierII/Billing/Makepayment.aspx?t2nq=yrV0g6AfD+v+6H6Adqxp0dQC0KaSShLggRAw7AUy55LkEeSkW+DnOUC0g28Trv3

Online TIER II MANAGER™ Tier II Reporting Year : 2015
Welcome Bill, DNREC Test Site Last Login: 11/21/2016, 10:39 AM
Log Out



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
PO Box 838 Dover, DE 19903
Phone :302-739-9405, Fax :302-739-2466

[Home](#) [Facilities](#) [My Account](#)

Please do not click on the browser Back button.

Make a Payment

2016 Workshop Test Facility (Facility ID: 2839)

2014 Tier II Report Annual

100 Penny Lane, Dover, DE 19903, United States
Contact: 302-739-9405
Type: Facility


Invoice Amount: \$200.00

Select payment method *

☒ Check
(Note: Fees are due upon completion of Annual Report. Please include a copy of the invoice when mailing your check).

☐ Online Payment-Credit Card/ACH

Continue

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Version: 5.2

see Instructions for what
to attach with check

... Fees are due by March 1st, plan ahead if mailing a check

Remember the online instructions?...

To quickly navigate this PDF document, you may use the bookmarks at the left.

State of Delaware
Emergency Planning and Community Right-to-know Act (EPCRA)
Reporting Program

Instructions for
Hazardous Chemical Inventory Reporting and the
TIER II MANAGER™ Online Reporting System


Paying by Check

Bookmarks:

- Top of Document
- Table of Contents
- REPORTING REQUIREMENTS**
 - Overview of EPCRA
 - Annual Hazardous Chemical Inventory (312/TierII)
 - Covered Facilities
 - Covered Chemicals & Reporting Thresholds
 - Exemptions
 - Exemption Caution
 - Reporting Fees
 - EHS Emergency Planning Notifications (302)
 - Initial & Periodic Inventory Updates (311)
 - Additional Resources
- USING THE TIER II MANAGER ONLINE SYSTEM**
 - Important Changes effective January 2018
 - Important Notes about using the Online System
 - User Registration & Login
 - New User Registration
 - Password Reset
 - Getting Started - Intro & Guidance
 - Your List of Facilities
 - Adding a New Facility
 - Beginning a Submission
 - Submitting a Tier II Report (312)**
 - Step 1: Facility Information
 - Step 2: Chemical Inventory
 - Mixtures Containing an EHS
 - Step 3: Subject to Status (4 EPA questions)
 - Step 4: Facility Contacts
 - Step 5: Site Plan & Other Attachments
 - Step 6: Fee Exempt Facilities
 - Steps 7&8: Fee Payment & Certification
 - If Paying by Check - What to Attach
 - One Check for Multiple Facilities
 - Submitting a Periodic Inventory Update (311)
 - Submitting an EHS Notification (302)
 - Need Assistance?**
 - Website Login Link**

...quickly find what to attach to check and how to handle multiple facilities.

The 2nd part of Step 7, Step 8 is the Certification...



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™**

Tier II Reporting Year : 2016

Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM

Log Out

Home

Facilities

My Account

?

Certify Report

2017 Test Facility (Facility ID: 2961)

2016 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States

Contact: 302-739-9414

Type: Facility

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

☒ I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.

Please preview the Tier II Report before Submission

Name of Owner/Operator or Authorized Representative *

Bill Davis

Official Title *

EPCRA Coordinator

Telephone Number *

302-739-9414 x _____

Date *

12/08/2017


Before clicking "submit", user must check the acknowledgement statement above.

When you complete your submission, a Confirmation Email will be sent to the Compliance Contact identified within your report.

If you are paying by check, send in a copy of the Confirmation Email with your check.

Submissions are not considered complete until fee payments have been received.

Submit


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... if the **Authorized Representative** is not you, you should get their OK

Congratulations, you have submitted a Tier II Report!



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Home

Facilities

My Account

Online **TIER II MANAGER™** Tier II Reporting Year : 2016
Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM
Log Out

?

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414
Type: Facility

✓ Certification Details edited successfully.

2016 Tier II Report Annual

You have successfully finished the Submission. A Confirmation Email will be sent to the Compliance Contact identified within your report.

Please print a copy of the confirmation e-mail, along with a copy of your submission, and maintain for your records.

Unlike past years, submission of a signed hardcopy certification page is not required.

However, if you are subject to fees and are paying by mailing a check, please print a copy of the confirmation e-mail you receive, and send it along with the check. This should also be done if you are sending a hardcopy attachment to be added for your facility (such as a site plot plan).

Submissions are not considered complete until any associated fees have been paid. Mail to:


Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904

For questions, please contact the Delaware EPCRA Reporting Program at 302-739-9405 or DNREC_AWM_TierIIMgr@state.de.us.

Select an option below to proceed.

[Print Report](#) [List Submissions](#) [List Facilities](#)

If mailing a check, print the confirmation email or this page and attach it

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... by statute, **Fees are due by March 1st** too

What if I made a mistake?

Online TIER II MANAGER™ - Facility X Delaware State Emergency Res Tier II Chemical Inventory Form X Online TIER II MANAGER™ X +

https://tierii.dnrec.delaware.gov/TierII/Facility/Facility.aspx?t2nq=y1J4msxOFOs4OQA31qFHM+1YLK3y1+LGaTmKgDhJE25n3y5N5F6PziZ1C 150% Search

Home Facilities My Account

[Back](#) List Submissions

To create and submit a new report, click on the "Add a New Submission" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

2017 Test Facility (Facility ID: 2961)
155 Commerce Way, Suite B, Dover, DE 19904, United States
Status: Active Type: Facility

Reports [Add a New Submission](#)

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

311 Report (within 3 months of the chemical first being on site above the threshold amount)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

[Back to List of Facilities](#)

... it can be fixed by submitting a **Revision**; click **Add a New Submission**

ANNUALS, REVISIONS, & UPDATES

Report Class

☐ Annual for <2018>

☐ Revision

— correct errors or omissions in a submitted report

☐ Update

— add post-December 31st info

— can be submitted throughout the year as contacts, chemical info, plot plans etc. change

➤ The annual report is NOT a 2019 Update.

Remember this page?

tierii.dnrec.delaware.gov/TierII/Sub...Created by Hazconnect.comMicrosoft Word - TierII 2017R...Hazard Communication | Occu...+

https://tierii.dnrec.delaware.gov/TierII/Submission/StartReport.aspx?FacilityID=2961150%Search

HomeFacilitiesMy Account

?

Start a New Report

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414
Type: Facility

Choose a Report Type (click on button next to selection)

☒ Tier II Report (312 Annual Report)

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year. **See NOTE below.**

☐ 302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ) within 60 days of the EHS first being on site above the threshold amount. **See NOTE below.**

☐ 311 Report (within 3 months of the chemical first being on site above the threshold amount)

Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department within 3 months of the chemical first being on site above the threshold amount.

NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department.

Choose a Report Class (click on button next to selection)

IMPORTANT: You must select ANNUAL for 2017 to complete your requirements this year!

☒ Annual for 2017

Annals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year.**

☐ Revision

Revisions should be submitted to **correct errors or omissions** in already submitted reports.

☐ Update for 2018

Updates should be submitted to capture changes to **facility contacts** or chemical **quantities/locations** onsite during the **current calendar year.**

Cancel

Proceed

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This time mark **“Revision”** and click **Proceed**

Pick the report that needs revision, give a reason, and check the acknowledgement...

Online TIER II MANAGER

https://tierii.dnrec.delaware.gov/TierII/Submission/ChooseReportToRevise.aspx?t2nq=tQ/KmVF1ZTgV8WXrvf7IpRNWWWJq9CyfhYjtt0cUA0Yn5/zvIZvKNAyzkvNA+mdYhXyCJ7FGVWGwFdlgQCMGgg==



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
PO Box 838 Dover, DE 19903
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™

Tier II Reporting Year : 2015
Welcome Bill, DNREC Test Site
Last Login: 10/31/2016, 02:43 PM
Log Out

Home

Facilities

My Account

Choose a Report to Revise

Select any Report from the following and enter the reason for the revision and details about sections or content that will be edited in the revision.
If a dropdown is empty or cannot find the report you want to revise in the dropdown, it is because the report is not available to revise

Select Report Type *

Tier II Report (312 Annual Report) ▼

Reason for Revision *

Correct misspelling

Revise a Previously Submitted Report *

Select One


Select One

26596 - Tier II Report (312 Annual Report) 2015 Annual

☒ I acknowledge that the information entered here is accurate and true.

Cancel

Finish

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...click **Finish** to get back into edit mode

Now fix the typo “EPCRC**A**”...

Online TIER II MANAGER x

https://tierii.dnrec.delaware.gov/TierII/Facility/CreateFacility.aspx?t2nq=bZdoPblQg/jwNWS1fonGifAt/F/4lu0DazmHJ9ed3dP8NzVIn9dHEKVWOLoulj2g



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

PO Box 838 Dover, DE 19903

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site Last Login: 10/31/2016, 02:43 PM

Log Out

Home

Facilities

My Account

Facility Identification

2016 Workshop Test Facility (Facility ID: 2839)

2015 Tier II Report Annual (Revision)

100 Penny Lane, Dover, DE 19903, United States

Contact: 302-739-9405,

Type: Facility

Location & Nature of Business ✓

Owner/Operator ✓

Facility/Site Name *

2016 Workshop Test Facility

Company Name *

DNREC EPCRA Reporting

Street 1 (911 Address) *

100 Penny Lane

Street 2 (911 Address)

Country *

United States

City *

Dover

State *

Delaware

Zip Code *

19903

County *

Kent

Development/Industrial Park

Get Coordinates in Decimal Degrees

Click on this tool to get your lat/longs for the fields below.

Latitude (in decimal degrees) *

39.2052

Longitude (in decimal degrees) *

-75.5481

LEPC *

Kent County

Fire Department *

Dover, Robbins-Hose

NAICS *

922190

Search NAICS

Manned/Unmanned *

Manned

Unmanned

Dun & Brad No *

N/A

SIC Code

9199

Search SIC

Nature of Business *

Department of Natural Resources & Environmental Control, EPCRA Reporting

Maximum Number of Occupants at one time *

10

If you do not have a Dun & Brad No, please enter "N/A".

Cancel


Save

... and click **Save**

Notice that Steps 1 through 5 are green...

Online TIER II MANAGER

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=PVOOytd6FUN/ckigwlhcOjzZKf4mZpY8M3iv+/U2Jg=



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Emergency Prevention & Response Section, DNREC
PO Box 838 Dover, DE 19903
Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™** Tier II Reporting Year : 2015
Welcome Bill, DNREC Test Site Last Login: 10/31/2016, 02:43 PM
Log Out

HomeFacilitiesMy Account

Back

Edit Report Homepage for 2016 Workshop Test Facility (ID: 2839)

List Submissions

Step 1 ✓Step 2 ✓Step 3 ✓Step 4 ✓Step 5 ✓Step 6 ⚠

0 Notes

Report

Print Report

2015 Annual (Revision) Tier II Report(2016 Workshop Test Facility) - 26608

Submission Status : InitiatedStatus Date : 10/31/2016

Last Updated : 10/31/2016Submission Type : Online

Submitter Username : Bill Davis [WBDfacility]

Step 1: Review Facility Information

Edit

Facility ID

2839

Facility/Site Name

2016 Workshop Test Facility

Company Name

DNREC EPCRA Reporting

Facility Status

Active

Inactive Reasons

Inactive as Of

Physical Location

100 Penny Lane, Dover, DE 19903, United States

County

Kent

Development/Industrial Park

Fire District

Dover, Robbins-Hose

Site Phone

302-739-9405

LEPC

Kent County

Lat/Long

39.2052,-75.5481

Maximum Number of Occupants at one time

10

Facility Type

Facility

Nature of Business

Department of Natural Resources & Environmental Control, EPCRA Reporting

NAICS

922190

SIC Code

9199

Dun & Brad No


N/A

... *revisions* don't have fees

302 or 311 submissions

Online TIER II MANAGER

https://tierii.dnrec.delaware.gov/TierII/Facility/Facility.aspx?t2nq=9XyLfOGwpPrAVorebSOIX1ACHwT6+I1dJ4wtUCDnd4A7hTLV3CXDYdwWqulROxy73KWKC/tT3lwxN2YMXZH9A==



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Emergency Prevention & Response Section, DNREC
PO Box 838 Dover, DE 19903
Phone :302-739-9405, Fax :302-739-2466

HomeFacilitiesMy Account

Online TIER II MANAGER™ Tier II Reporting Year : 2015
Welcome Bill, DNREC Test Site Last Login: 10/31/2016, 02:43 PM
Log Out

BackList Submissions

To create and submit a new report, click on the "Add a New Submission" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

2016 Workshop Test Facility (Facility ID: 2839)
100 Penny Lane, Dover, DE 19903, United States
Status: Active Type: Facility

Change Facility Status

ReportsAdd a New Submission

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
26596	2015 Tier II Report Annual	Pending Admin Approval	Bill Davis	10/31/2016 02:47:07 PM	Online	

302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

311 Report (within 3 months of the chemical first being on site above the threshold amount)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

... click **"Add a New Submission"**

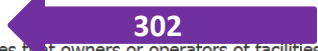

Need to do a 302 or 311 submission?...

Start a New Report

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414
Type: Facility

Choose a Report Type (click on button next to selection)

- ☒ **Tier II Report (312 Annual Report)**
Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year. **See NOTE below.**
- ☐ **302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)** 
Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ) within 60 days of the EHS first being on site above the threshold amount. **See NOTE below.**
- ☐ **311 Report (within 3 months of the chemical first being on site above the threshold amount)** 
Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department within 3 months of the chemical first being on site above the threshold amount.


NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department.

Choose a Report Class (click on button next to selection)

- ☒ **Initial**
 - ☐ **Update**
- CancelProceed

...we've seen this screen before; if you can do a 312, these are easy (fewer steps)

How to do a 302 submission...



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™** Tier II Reporting Year : 2016

Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM

Log Out

Home

Facilities

My Account

?

Start a New Report

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414
Type: Facility

Choose a Report Type (click on button next to selection)

☒ **Tier II Report (312 Annual Report)**
Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year. **See NOTE below.**

☒ **302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)**
Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ) within 60 days of the EHS first being on site above the threshold amount. **See NOTE below.**

☐ **311 Report (within 3 months of the chemical first being on site above the threshold amount)**
Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department within 3 months of the chemical first being on site above the threshold amount.

NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department.


Choose a Report Class (click on button next to selection)

☒ **Original**

☐ **Amended**

Cancel

Proceed

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...select “302 Report” and “Original”, click **Proceed**

This looks very similar to a 312 submission / Tier II Report...

Online TIER II MANAGER™ - View R X Delaware State Emergency Res X Tier II Chemical Inventory Form X

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=EgGqJEWCEksqU1dMZpF4r+g+e+SI4d9RqNmIbeUmLus= 150% Search



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Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome Bruce Wayne, Wayne Enterprises Last Login: 12/01/2017, 02:04 PM
Log Out

Home Facilities My Account

Back Edit 302 Report Homepage for 2017 Test Facility (ID: 2961) [List Submissions](#)

Step 1 ✓ Step 2 ⚠ Step 3 ✓ Step 4 ⚠ Step 5 ⚠ 0 Notes

Report

2017 Original 302 Report(2017 Test Facility) - 29944

Submission Status : Initiated Status Date : 12/1/2017

Last Updated : 12/1/2017 Submission Type : Online

Submitter Username : Bruce Wayne Batman [WBDfacility]

Print Report

Step 1: Review Facility Information Edit

Facility ID	2961	LEPC	Kent County
Facility/Site Name	2017 Test Facility	Lat/Long	39.1547,-75.5482
Company Name	DNREC EPCRA	Maximum Number of Occupants at one time	20
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	Emergency Prevention & Response
Inactive as Of		NAICS	922190
Physical Location	155 Commerce Way, Suite B, Dover, DE 19904, United States	SIC Code	9199
County	Kent	Dun & Brad No	N/A
Development/Industrial Park	Extension		

...except if the EHS becomes *less* than Threshold Planning Quantity (TPQ)... next slide:

A 302 report has 5 steps...

Online TIER II MANAGER x Delaware State Emergen x EPCRA x Online TIER II MANAGER x

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=abbRlplE9dk0pXC6H9guNls9g6h7674Mb6R9myFFaec=

Step 1 ✓ Step 2 ⚠ Step 3 ✓ Step 4 ⚠ Step 5 ⚠ 0 Notes

Step 2: Contacts Edit

Compliance/Emergency Contacts

Name	Title	Contact Type	Phone	24 Hr Phone	Email	Delete	Is Valid
		Emergency Coordinator					
		Regulatory Point of Contact					

Step 3: Reporting Exemption Reasons Reporting Exemption Status: Not Exempt. Do you want to change Status? Edit

You have marked the following Exemption Reasons:

☐ 1.This Facility no longer stores Extremely Hazardous Substances above the Threshold Planning Quantity

Step 4: Chemicals Total: 0 Add Chemicals

Chemical ID	CAS No	Chemical Name	EHS Name	Section 302 (EHS) TPQ	EHS Max Daily Amt Facilitywide (lbs)	Edit	Delete	Is Valid
No items to be listed								

Total Results:0 Rows per page 25

Step 5: Submit Report Missing Information or Conflicts in the Report Data

Click the Step name with Alerts to fix data problems.

Cancel Report (This will discard all Report data)

If the EHS becomes < TPQ,
the 302 must be amended



...note there is no Site Plan or Fees


Keep in Mind

EPCRA **303** requires that facilities with EHS(s) above TPQ *communicate* with their LEPC.

Know your LEPC Chair

Go to a LEPC meeting

How to do a 311 submission...



Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™** Tier II Reporting Year : 2016

Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM

Log Out

Home

Facilities

My Account

?

Start a New Report

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States
Contact: 302-739-9414
Type: Facility

Choose a Report Type (click on button next to selection)

☒ **Tier II Report (312 Annual Report)**

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year. **See NOTE below.**

☐ **302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)**

Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ) within 60 days of the EHS first being on site above the threshold amount. **See NOTE below.**

☐ **311 Report (within 3 months of the chemical first being on site above the threshold amount)**

Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department within 3 months of the chemical first being on site above the threshold amount.

NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department.


Choose a Report Class (click on button next to selection)

☒ **Initial**

☐ **Update**

Cancel

Proceed

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Version: 5.2

Do a 311 Update for additional chemicals within 3 months

...select “311 Report” and “Initial”, click **Proceed**

This also looks very similar to a 312 submission / Tier II Report...



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Emergency Prevention & Response Section, DNREC
155 Commerce Way, Suite B, Dover, DE 19904
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM
Log Out

[Home](#) [Facilities](#) [My Account](#)

[Back](#) Edit Report Homepage for 2017 Test Facility (ID: 2961) [List Submissions](#)

Step 1

Step 2

Step 3

Step 4

0 Notes

Report [Print Report](#)

2017 Update 311 Report(2017 Test Facility) - 30134

Submission Status : Initiated

Status Date : 12/8/2017

Last Updated : 12/8/2017

Submission Type : Online

Submitter Username : First Name Last Name [WBDfacility]

Step 1: Review Facility Information [Edit](#)

Facility ID	2961	LEPC	Kent County
Facility/Site Name	2017 Test Facility	Lat/Long	39.1547,-75.5482
Company Name	DNREC EPCRA	Maximum Number of Occupants at one time	20
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	Emergency Prevention & Response
Inactive as Of		NAICS	922190
Physical Location	155 Commerce Way, Suite B, Dover, DE 19904, United States	SIC Code	9199
County	Kent	Dun & Brad No	N/A
Development/Industrial Park	Enterprise		
Fire District	Dover, Robbins-Hose		
Manned	Yes		

...there are only 4 steps:

Step 3 is “The List” ...

Step 1 ✓Step 2 ✓Step 3 ✓Step 4 ⚠

Step 2: Contact

Regulatory Point of Contact

Name

Bill Davis

Title

EPCRA Coordinator

Email

william.bdavis@state.de.us

Phone

302-739-9414

24 Hr Phone

302-739-9414

Mobile/Pager

Company Name

DNREC EPCRA

Street

155 Commerce Way, Suite B

City

Dover

State

DE

Zip

19904-

Step 3: Chemicals

Total: 1

Add Chemicals

* If submitting a 311 Update, please delete previously reported substances and include only newly reportable substances.

Caution

List 311 Chemicals

CAS No	Threshold Exceed Date	Chemical Name	Edit	Delete	Is Valid
N/A	12/1/2017 12:00:00 AM	Lead Acid Battery			✓

Total results: 1 Rows per page: 25

Step 4: Submit Report

You are almost done! Click here to Submit your Report.

IMPORTANT NOTICE

Once you click on the “Submit Report” button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.

As such, you will need to be ready as follows:

- If you want to make any final changes to the above info, click edit for the section you want to change.
- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List

Safety Data Sheets are not mailed in Delaware

...there is no Site Plan or Fee

BEFORE YOU PROCEED

- Do you have a *TierIIManager*TM account?
 - remember the password?
- Web-browser OK?
 - IE₁₁, Chrome₆₂, Firefox₅₉
- Have a copy of the instructions handy
- Read & Follow the “Important Notice” at the Introduction and Guidance log-on
- OK for on-line payment? By statute, fees are due by 3/1; plan accordingly if mailing a check.

MISCELLANEOUS TIPS

- Be in compliance with OSHA Hazcom 29 CFR 1910.1200 and/or ***Delaware Worker Right-to-Know***
- Tie-in with procurement, inventory-control staff
- Have a compliance calendar
- Familiarize yourself with EPCRA background
 - Read Wikipedia article
 - Checkout EPA's EPCRA website (State more stringent)
 - Checkout DNREC-EPCRA/SERC websites
 - Know your LEPC chair; facilities with EHS's are required to communicate with the LEPC

Any Questions?

Delaware EPCRA Reporting Program

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